



# University Housing and Dining Regulations 2023-2024 Academic Year

## **INDIANA STATE** **RESIDENTIAL LIFE**

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## INTRODUCTORY INFORMATION

Indiana State Residential Life contributes to the academic mission of Indiana State University by connecting people through providing quality residential environments, services, and learning opportunities. This environment is provided through the coordinated efforts of Residential Life, Housing Facilities and Dining Services.

Indiana State University does not discriminate on the basis of age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statutes. Inquiries or complaints involving the University's non-discrimination policy may be addressed to the Assistant Vice President of Equal Opportunity Director and Title IX Coordinator, Equal Opportunity and Title IX Office, Rankin Hall, Room 426, Terre Haute, IN.

All students should familiarize themselves with the Housing and Dining Regulations of living on campus as outlined in this document.

## LEGALITY

The Housing and Dining Services contract is a legally-binding contract, and begins when the student accepts the housing contract. The Housing and Dining Services contract includes assuming financial responsibility for the entire contract period and incorporates the Housing Regulations outlined in this document. Residential accommodations are available on a combined room-and-board basis unless the student is residing at University Apartments or 500 Wabash and granted a meal plan exception. The Housing and Dining Services contract cannot be transferred or assigned to another student. The Housing and Dining Services contract may only be canceled in accordance with the procedures outlined herein (see Contract Cancellation, Contract Release, and Contract Buy-Out sections). Failure to pick up the room key or properly check-in does not release a student from the Housing and Dining Services contract. University-owned and University-operated housing accommodations are reserved for the exclusive use of enrolled students at Indiana State University, visitors, and guests specifically authorized or approved by the Office of Residential Life.

The University reserves the right to deny housing or evict students who, (1) are not in good conduct or financial standing with the University, (2) violate the Terms, Conditions, and Regulations of the Housing and Dining Services contract or the Code of Student Conduct, (3) have a criminal record, pending charges, or dismissal from another higher education or secondary education institution, (4) falsify information on their housing application/contract, or (5) move to non-degree status and/or fall under full-time student status. It is the policy of Residential Life to carefully screen applicants who have criminal records, pending criminal charges, or disciplinary suspension from another institution. It is the policy of Residential Life to not house individuals who may create a significant risk to the safety of the residential community and/or residential facilities.

The University reserves the right to change residence hall/apartment fees whenever, in the opinion of the Board of Trustees, such revision is necessary. The University reserves the right to revise or amend the Housing and Dining Regulations at any time. Students will receive notification of any changes through their Sycamores email account. Insofar as any provision in the Terms, Conditions, and Regulations is inconsistent with University policy (including the Code of Student Conduct) or applicable law, University policy or applicable law will control.

## INSURANCE

The University is not responsible for loss or damage to occupants' personal property, therefore each individual is strongly advised to carry property insurance. If the campus space is destroyed by fire, other unavoidable casualty, interruption of utilities, or rendered unusable for any cause, other than negligence, the University will (a) provide alternate appropriate accommodations until the space can be restored and reassigned or (b) terminate the remainder of the contract. The University reserves the right to make a determination of assignment to an alternate appropriate accommodation or cancellation of the contract.

## UNIVERSITY RESIDENCY REQUIREMENT

All first-year students, defined as students with less than 32 earned academic credits and/or students who are transitioning from a high school experience are required to live in university housing for two semesters unless they are commuting from their parent/legal guardian's home (within 60 miles of campus), or have an approved valid exception. Students who have lived in university residence halls for at least two semesters are exempt from this status. This policy only applies to students who are in single student status. The Board approved policy can be found here: <https://www.indstate.edu/policy-library/first-year-housing>

### University Residency Requirement Exemptions

An exemption to the University Residency Requirement is granted in rare instances where unusual circumstances exist. If you wish to apply for an exemption, student must submit the University Residency Requirement Exemption Application Form found in your housing portal for consideration by the Office of Residential Life. Students requesting to live with a parent or legal guardian must submit the Parent/Legal Guardian Verification Form. After the beginning of the contract period, students are not able to seek a residency requirement exemption.

## MEDICAL ACCOMODATIONS AND REQUIREMENTS

If a student feels that they have a significant chronic physical or emotional condition that may impact their housing assignment, they should contact the Accessibility Resource Office (ARO) to request medical accommodations. ARO will review the students' request and will make a recommendation of any necessary housing accommodations to the Office of Residential Life. If the request for accommodation is received by ARO after the published deadline, housing preferences for area, building, Living Learning Communities, and/or roommate will be reviewed, but only taken into consideration if space permits.

The ARO recommendation will supersede any preferences indicated on the housing contract. If the medical accommodations request is received by ARO after room assignments are posted, Residential Life reserves the right to reassign the individual student to a space that will meet the medical need. Requested roommates may not be reassigned. If a student is offered a change to the housing environment, an additional cost may be associated with the resulting assignment or requests. If a student refuses the provided medical accommodation, they will need to do so in writing to the Office of Residential Life.

### Emotional Support/Assistance Animals

Indiana State University Office of Residential Life is committed to providing reasonable accommodations to individuals who require the assistance of an emotional support animal. However, Residential Life is also mindful of the health and safety concerns of the campus community. Residential Life will determine, on a case-by-case basis, and in accordance with applicable laws and

regulations, whether such animal is a reasonable accommodation on campus. Residential Life may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under the applicable law. This includes providing medical documentation within the last 12-months from an in-person medical assessment. In order to review the request, Residential Life requires that the student submit a request the Accessibility Resource Office, at least thirty (30) business days prior to the desired move-in date. Mid-Year requests may take up to 30 business days of receiving all required documentation. Once the Office of Residential Life has received the ESA/Service Animal approval from ARO, the student will receive further documentation on the information that is needed before the animal may be brought onto campus and into the residence halls.

### Temporary Medical Accommodations

Room changes for temporary medical conditions are only valid for the academic year in which they are filed. If a student needs to request a temporary medical accommodation, the student must submit the Housing Accommodations Request Form. Once the medical need is established, the student will be reassigned to a space that will best accommodate the need until the end of the contracted period.

### Registration Status

Students must be in registered status as a full-time degree-seeking student at Indiana State University to reside in University-owned or operated housing or be participating in an ISU approved program (Such as the Pathway to Blue program). Students may be required to provide proof of registration in order to remain in on-campus housing. This means the student must have the semester bill paid in full. If a student has not paid the student bill, the student may be asked to vacate the assigned space. Residential Life will then cancel the current contract and place a financial hold on the student's record until such a time as the student has paid all charges incurred.

Students who drop below full-time status must have the approval of the Executive Director, Residential Life or designee to remain in University-owned or University-operated housing. Approval will only be provided for one semester, at which point the student must return to full-time, degree seeking status.

### University Academic Drop

If a student is academically dismissed by the University, the student is responsible for notifying the Office of Residential Life of their status and to make arrangements to pick up personal belongings. Rooms must be vacated by noon the day following a student's formal withdrawal or dismissal from the University. Any room and board charges that the student incurred during a stay on campus will need to be paid by the student. A student refund will be processed based on the Board of Trustee approved refund schedule. If the student becomes re-enrolled during the contract period, the student will be obligated to the remaining portion of the contract.

### HOUSING AGREEMENT PERIODS

There are three housing agreement periods for assignments to University-owned or operated housing. A separate housing agreement must be accepted for each applicable period a student is interested in residing on campus. The University reserves the right to make emergency changes to the housing periods.. Students will be notified of any changes via their Sycamores email account.

1. Academic Year (Fall and Spring - not including official University break periods as highlighted in the Academic Calendar)
2. Spring Semester Only (pending space available)

### 3. Summer Session

#### Summer Session

Summer session housing is available for students registered for summer courses. Summer housing for students who were registered and lived on campus during the spring semester and/or continuing in the fall semester, but are not enrolled in summer classes will be offered housing on a case-by-case basis.

Interim housing may be provided for students between the end of the spring semester and the beginning of the summer session and/or the end of the summer session and the beginning of the fall housing dates at the published interim housing daily rate based on the availability of such space and pending approval from Residential Life.

#### CAMPUS MEAL PLAN

##### Campus Meal Plan

The dining service plan consists of two types of prepaid declining balance currency: Campus Credits and Commons Cash. Both Credits and Commons Cash for the entire semester are posted to the individual's account at the beginning of each semester. Spring Semester allocations may not be added to the account until January. All Campus Credits and Commons Cash left at the end of the Fall Semester will be forfeited unless the student continues to reside in University-owned or University-operated housing during the following Spring Semester with a qualifying meal plan. All Campus Credits and Commons Cash left at the end of the Spring Semester will be forfeited, unless the student submits to the University, prior to the last day of spring finals, a completed University Housing and Dining Services Agreement indicating a student's intent to reside in University-owned or University-operated residential facilities during the following fall semester with a qualifying meal plan. Students assigned to a residential area that does not require a meal plan (University Apartments and 500 Wabash) may cancel the meal plan portion of their Housing and Dining Services Agreement by June 30 each year. Students may request a change to their meal plan type up until the last day of course registration each semester. Account adjustments required as a result of a change in a student's registration, residential or board status, will be made on a weekly basis according to such terms and conditions as may be determined by Residential Life and the Board of Trustees. Students wanting to be released from their Dining Services obligation must submit a Housing and Dining Services Contract Release Request Form for consideration by the Office of Residential Life. Contractual Dining Services meal periods are posted in the Schedule of Occupancy. Dining Services reserves the right to change the published Calendar of Occupancy with five business days' notice or in the event of an unplanned emergency. Meal service during University Break periods, Interim Housing Periods, and occasionally during the summer sessions is not guaranteed. Students are encouraged to check the Dining Services webpage for up-to-date information on meal offerings during these periods.

##### Special Diets

A student with special dietary requirements (religious, medical, personal, etc.) that cannot be fulfilled by individual selection from the menu choices provided should contact Dining Services for meal options.



## Removing Food or Unauthorized Entry into the Dining Halls

When dining in Sycamore Dining, meals are required to be eaten in the dining facility unless participating in established take-out dining options. Students are permitted one piece of hand fruit and one ice cream cone. Removing additional food or beverages, dishes, or silverware from the dining hall or entering the dining hall without paying for the meal will be considered theft. Theft in the dining hall is a serious issue that will result in disciplinary referral to the Office of Residential Life, the Office of Student Conduct and Integrity, and/or University Police. Egregious violations or multiple violations over the course of the academic year may include cancellation of the Housing and Dining Services agreement. Acts of horseplay, food fights, or other disruptive actions will result in a disciplinary referral.

## CHECK-IN /CHECK-OUT PROCEDURES

### Check-In

Information about when check-in will be held for each semester will be announced in advance through the Schedule of Occupancy posted on the Residential Life website. Students should plan on arriving on the appropriate scheduled arrival day, unless arrangements have been made with the Office of Residential Life.

The student must be present to check-in; a parent or other family member may not check-in for a student. The student must present the student ID or other valid photo identification at check-in to receive a room key. Each student will receive one room key at the time of check-in, and will acknowledge receipt of the room key through the online housing management system or the written key-intake form.

### Early Arrival

Students requiring early arrival to the University are required to make that request in writing via the Sycamores email account or the early arrival request form to the Office of Residential Life. Students are required to have a legitimate business need to arrive early or to have extenuating family situations to arrive early.

Residential Life reserves the right to limit early arrivals to a specific date and/or check-in period. An early arrival fee is added to the student or sponsoring department's account for each early arrival day. The current early arrival fee can be found on the Board of Trustee approved rate schedule.

### Late Check-In

Unless the student requests an extension of the arrival period in writing to the Office of Residential Life from the student's Sycamore email address or in writing at the Office of Residential Life, the University is not obliged to hold a specific room assignment later than 4:30 pm on the first day of classes. After this date, students must accept other available accommodations if they arrive after that time. Failure to check into their assigned space does not exempt a student from fulfilling the terms of their housing and dining services contract.

### University Break Periods

Campus residence halls are closed during University breaks (with the exception of University Apartments, 500 Wabash, and specific residence halls assigned as break-access buildings). Dates of closing and opening will be posted in the Schedule of Occupancy on the Residential Life website. Room and Board rates do not include services during official University breaks except for University

Apartments, 500 Wabash, and specific residence halls assigned as break-access buildings. The rates for those buildings include food service during official University break periods.

Students who are assigned to a break housing building will not be required to vacate the room during breaks and can remain until the end of the contracted period. Students who select or are assigned a break-access building are charged the break-access rate for the academic year as determined by the Board of Trustees regardless of the number of actual days of residency during the break period.

Limited walk-in/emergency break housing options may be available for a daily fee on a first-come, first-served basis. These spaces are very limited and are primarily for unanticipated emergencies. Students requiring break housing are encouraged to select a room in a break access building when selecting their room space. Students who register for walk-in/emergency break housing will be moved to a central location and will be provided housing in an available space. Walk-in break housing charges are billed to a student's university account. Non-students are not permitted to stay overnight with students during break periods. When available space is gone, students will be referred to local hotels at the student's individual expense for the duration of the break housing period.

### Check-Out and Room Key

All rooms and/or apartment spaces, regardless of the date or circumstances, should be clean and in good condition at the time of check-out. Students should notify the professional live-in staff via the building front desk of the date of check-out and schedule a time the room can be inspected. The front desk can provide a check-list that must be completed prior to move-out.

The student must return the key to the residence hall room/apartment to the front desk at check-out. If a student does not return the key, the cost to process a core change for the room/apartment will be charged to the student's account.

Any items a student leaves in a room/apartment will be handled in accordance with the abandonment of personal property policy.

Rooms must be vacated by the published closing times, Commencement Day, or within 48 hours following a student's official withdrawal from the University.

## CONTRACT CANCELLATION, RELEASE, AND BUY-OUT

### Contract Cancellation

A Housing and Dining Services agreement submitted to the University is a legally-binding contract and holds the student to the financial obligation of room and board for the entire contract period. A student is released from that obligation only if the student cancels enrollment with the University or the student applies for and is granted a contract release due to extreme or unusual circumstances (described more fully below). If a student leaves the University during the contracted period, the Residential Life Office must be notified of the student's status prior to the student vacating the room. Refunds are based on the Board of Trustees approved refund schedule outlined in the Refunds Section.

Students wishing to be considered for release from the contractual obligation must submit a Housing and Dining Services Contract Release Form for review to the Office of Residential Life.

## Contract Release

Applications for a release from a Housing and Dining Services contract are available at the Office of Residential Life and online at the Residential Life website. Students should be advised that contract releases are granted only in situations involving extreme or unusual circumstances that have arisen since the date the housing contract was signed, the nature of which would prohibit living in a University-owned or University-operated housing or impose a severe hardship. A desire to experience off-campus living is not a valid reason for a request to be released from a legally-binding contract. The Housing and Dining Services contract is a legally-binding contract for the full academic year. Students are cautioned not to sign a lease agreement for off-campus housing until they receive an official release notice in writing from the Office of Residential Life.

Categories considered for a contract release: Please note that formal documentation is required to support each request type.

1. **Medical:** The medical condition is such that the University is not able to provide appropriate accommodations in University-owned or University-operated housing as determined by a review of the medical accommodation committee. This may include medical conditions or needs that are related to COVID-19.
2. **Financial:** Release for financial reasons are granted only in situations involving significant change in a student's financial situation since the contract was signed. A parent no longer wanting to financially contribute to the cost of housing is not an acceptable reason unless the student has financially declared independence through their Tax Documentation.
3. **Single Parent/Pregnancy:** Attempts to accommodate the family in our Family Housing environment will be made before a contract release is granted.
4. **Live-In Employment:** Student is required to submit letter from employer detailing the live-in requirement.
5. **Military Service:** Students called to active military duty will be released from their housing contract.
6. **Marriage:** Attempts to accommodate the family in our Family Housing environments will be made before a contract release is granted.

Students who withdraw from the University or were otherwise granted a contract release will receive a credit to their account based on the published refund schedule. Students who are granted a contract release must vacate their room no more than 24 hours after withdrawal from school or the approved contract release. Housing and Dining refunds will follow the published refund schedule and will be based on the date the student's belongings are removed from the room and the key is surrendered, or the effective date of the withdrawal, whichever is later.

### Contract Cancellation or Interruption Due to Health-Related Emergency

If the University determines it becomes necessary to close residence halls temporarily or permanently during the 2020-2021 academic year due to COVID-19 or a similar health-related emergency and students are required to vacate their rooms/apartments, students will receive a credit to their account for the unused portion of the Housing and Dining contract in the appropriate pro-rated amount.

### Contract Cancellation Due to a Student Conduct Decision

If the University determines that a student's housing contract needs to be canceled due to student conduct action or if a student is suspended from the university, there will be no refund for room and/or board charges for that current semester.

#### Practicum, Student Teacher, Internship, Study Abroad, Mid-Year Graduation

A student who desires to be released from the Housing and Dining Services Contract due to a practicum, student teaching, internship, or study abroad opportunity or mid-year graduation must submit an online contract release request form and related documentation at least two weeks prior to the earlier of the end of the current semester or the start of the academic field experience. The student's field experience must be outside a 30-mile radius of campus in order to be released from the remainder of the Housing and Dining Services Contract. The practicum, student teaching, internship, or study abroad experience must be required for the major and/or credit bearing in order to be released.

#### OPT (Optional Practical Training) Status

Students moving to OPT (Optional Practical Training) Status are not eligible for university-owned or operated housing. Students are required to inform the Office of Residential Life of the pending change to OPT status at least two weeks prior to vacating the residence hall/apartment.

#### Contract Buy-Out

A student who is ineligible for a contract release from the Housing and Dining Services contract and who is exempt from the University Housing Policy may participate in a 65% buyout option. In this option, the resident will be charged a cancellation fee in the amount of 65% of the remainder of the Housing and Dining Services contract term (i.e., academic year, spring semester only, or the summer session, depending on the Housing and Dining Services contract that has been accepted) as of the date the contract buy-out request is approved, the room vacated, and the key is surrendered, whichever is later. Due to the residency requirement, first-year students are not eligible to request a contract buy-out during their initial contract period or until their University residency requirement is satisfied.

#### Subletting/Transfer/Assignment

Subletting is not permitted in any University-owned or University-operated housing. The Housing and Dining Services contract may not be transferred or assigned to another person.

#### Refund Policies

##### Room and Board Charge Refund Schedule

Students who were granted a contract release will receive a credit to their account in accordance with the published refund schedule below based on the date the student's belongings are removed from the room and the key is surrendered, or the effective date of the withdrawal, whichever is later.

The room charges and the base meal plan charge will be refunded utilizing the following schedule:

<b>Housing and Base Meal Plan Refund Schedule</b>	
<i>Week of the Semester</i>	<i>Refund Percentage</i>
1 through 4	75%
5 through 8	50%
9 through 12	25%
13 and later	0%

Student meal plan credits will be refunded at the current conversion rate (currently \$0.30 per credit). Unused commons cash will be refunded to the student in full (100%).

### Initial Housing Payment

When submitting the housing contract, students are required to submit a \$20 non-refundable application fee and a \$150 refundable initial housing payment. The initial housing payment of \$150 is refundable if (a) a student cancels their contract from their Sycamores email account because they are not returning to (attending) the University by June 30 prior to the start of the academic year, or (b) a request for housing contract release is approved by June 30 prior to the start of the academic year. The refund will be issued after confirmation of nonenrolment is received the second week of the semester. The refund will be applied to a student's account and will be refunded less any outstanding charges against that account.

The initial housing payment is waived for incoming first-year students and/or students approved by the Dean of Students Office as having a significant financial hardship and financial aid awards available to cover the full cost of housing in the first-semester of the housing contract.

### Triple Room/Supplemental Room Charge Discount

Students who are assigned a triple room or a supplemental room at the beginning of the semester will be charged the double-room occupancy rate. This ensures that financial aid will be applied for the cost of the room before refunds are processed. The triple room or supplemental room discount will be credited to the students account as follows:

- (a) Approximately half the discount during the 8th week of the semester
- (b) The remaining portion of the discount at the completion of the semester
- (c) The prorated discount on the date a student relocates from a triple/supplemental space to a traditional double occupancy or single room space.

The triple room/supplemental space discount is provided only when there are the requisite number of residents in the room. Having an extra set of furniture with no assigned resident does not qualify for the triple room/supplemental room discount.

## LIVING LEARNING COMMUNITIES

Students who opt into Living Learning Communities are required to actively participate in program requirements that are outlined for those special communities. Students who fail to participate in the requirements for that community may be reassigned outside that community or may not be permitted to re-enroll in a new contract period with that living learning community.

## ROOM CHANGES

### Direct Room Exchange

A direct room exchange is a change of assignment with another student and may be processed pending approval of Residential Life. A direct room exchange may not be processed for students assigned to a medically equipped room due to a medical need unless the change is to a similarly equipped room.

There may be times all options to resolve a roommate difference are exhausted without resolution to the problem. If a student feels that a permanent room change is needed due to a conflict, the student

must discuss the need for a change of assignment with a Residential Life staff member. If the staff member determines that resolution is not possible or timely, the Residential Life staff member will process the change in assignment. If the event that neither party is willing to move but the conflict cannot be resolved, Residential Life reserves the right to relocate both students to new housing assignments.

### Emergency Room Change

If an emergency occurs that requires the immediate temporary reassignment for a resident(s) for a short period of time while the emergency is resolved, an emergency room change may be processed. Students who believe that an emergency temporary room change is necessary, must seek consultation and approval from a residential life professional staff member. If the staff member approves a temporary emergency room reassignment, the Residential Life staff member will process the temporary room change assignment.

### Routine Room Change

A student interested in changing their room assignment may request that change through their Area Coordinator. Interested students must follow the process outlined for requesting a room change. The Area Coordinator will process the change and notify the student when the request is complete.

A student receiving a change of assignment for spring semester must vacate the fall room prior to the end of the fall semester or before leaving for semester break, whichever is first.

### University Initiated Room Change

The University reserves the right to make reassignments and adjustments as may be deemed necessary to resolve problems or situations which may adversely affect the academic or general environment of a residential area.

### Interim Room Relocation/Interim Contract Cancellation

Residential Life reserves the right to proceed with an interim housing reassignment, interim housing and dining services contract cancellation, or cancel a student's housing and dining contract in situations where their continued residency on campus may create a significant personal or community safety risk. In these situations, the student will be notified of the interim room reassignment or the interim room cancellation. Residential Life will work with University Police and the Office of Student Conduct and Integrity to resolve interim relocation/interim contract cancellation cases in a timely manner via the process outlined in the Code of Student Conduct. Students will be required to surrender their room key to their originally assigned room at the time of relocation/cancellation and will need to schedule an appointment during business hours with the central residential life office to retrieve belongings pending the outcome of the conduct proceedings.

### Room Consolidation

The University reserves the right to relocate and consolidate students at any time to maximize occupancy. Consolidation may occur during the room assignment process and after each semester begins. This includes consolidating the spaces of same-gendered residents to make available additional spaces for the opposite gender. Once the semester begins, residents who live in double occupancy rooms without roommates may be asked to: (a) keep half the room prepared to accept an incoming roommate at any time, (b) consolidate to another half-empty room, or (c) pay the increased rate for a private room (if available). Students who fail two room readiness checks (their half-empty

room is not prepared to accept an incoming roommate) in a given semester and/or who leave at semester break with their room not prepared to accept a new resident will be assessed a fee equal to the current rate for a private room for the duration of the contract period.

#### ADMINISTRATIVE CONTRACT CANCELLATIONS/ROOM ASSIGNMENTS

The University reserves the right to cancel or deny a contract to a student, or to change the assignment of a student, if that student engages in the following conduct:

- Disregards the rights of other residents
- Jeopardizes the safety and/or well-being of the individual or other residents
- Disrupts the residential environment
- Falsifies information on the housing application/contract
- Violates the University rules and policies, the Code of Conduct, and/or, and Housing and Dining Regulations.

The University, at its discretion, may determine whether a student who engages in the conduct mentioned above shall be referred to the Office of Student Conduct and Integrity or has a contract administratively canceled. Students who receive a housing specific sanction through the Office of Student Conduct and Integrity have the ability to appeal that sanction directly to the Executive Director, Residential Life or their designee. Administrative Cancellations, made by the Associate Director, Business Operations or the Director, Residential Education may also be appealed to the Executive Director, Residential Life.

The University reserves the right to deny or cancel a Housing and Dining Services contract for University-owned or University-operated housing to an individual whose conduct and/or prior criminal conduct indicates a potential threat or danger to the University community, including students, faculty, and staff. This includes a student who has a history of criminal conduct, pending criminal charges, or has been dismissed from another higher education or secondary education institution for any reason if the student poses a potential or actual safety threat to the ISU community. The University also reserves the right to deny or cancel a Housing and Dining Services contract if a student is not in good financial standing with the University, moves to non-degree status, or falls under full-time student status. Any student who is not in registered status will have a financial hold placed on the student record for Housing and Dining Services charges incurred during the semester. Subsequent contracts will be denied until all financial holds are satisfied.

The University reserves the right to change the assignment of a student in the event that (a) the location is needed for other programs or purposes; and/or (b) the student's room is specifically equipped to provide for a medical need and such need arises, and/or (c) conditions in a specific location requires such reassignment to ensure a proper educational environment for the health and safety of individuals.

#### MAINTENANCE OF THE ROOM/APARTMENT

##### Maintenance Needs/Work Orders

Maintenance needs, problems, or questions regarding a student room or hall should be reported to Residential Life staff in a timely manner via the online work order request process or via the on-call duty staff member or front desk in the event of an emergency maintenance issue. An emergency maintenance issues is an issue that causes a significant health or safety situation if not resolved immediately or a significant financial loss to the magnitude of the damage to the facility.

A student who has submitted an online work order for an item in the room/apartment can expect this repair to typically be completed during regular business hours of 8:00 - 4:30 pm, Monday through Friday. For the safety and security of residents it may be necessary to reassign the occupants to a different room either temporarily or permanently to perform some types of maintenance.

Maintenance staff may enter a student room/apartment to perform preventative maintenance, necessary repairs identified during a room inspection, emergency repair, or preventative pest control treatments. If a maintenance employee enters a student room/apartment when the student is not present, the maintenance employee will leave a form stating the time, date, and reasons for entering the room. Although a student may ask to schedule an appointment for repair, it will be determined by Residential Life, on a case-by-case basis, if the situation can wait or be scheduled at the convenience of the student. Students submitting a work order are approving maintenance or custodial team members to enter the space in order to complete the necessary repair. Students will be given at least 24-hours' notice for routine inspections or preventative care.

### Cleaning

Students are expected to maintain the room/apartment in an orderly and sanitary condition. Students are responsible for cleaning private or semi-private bathroom spaces. If Residential Life becomes aware of unsanitary conditions resulting from students failing to maintain the apartment or room, residential life will clean the room/apartment and the resident(s) will be assessed a charge to their student accounts. Repeated incidents of disorderly and unsanitary conditions in a student's room/apartment, may result in the University canceling the student's contract and/or refusing to issue a housing contract for future contract periods.

### Trash/Recycling

Students are responsible for taking their own personal trash to the trash room and/or dumpster area. Students who fail to responsibly remove personal trash may be assessed a charge for disorderly and/or unsanitary conditions. Students are encouraged to participate in building recycling programs.

### Inspections/Pest Control

A room/apartment health and safety inspection is not a search. Student room/apartments may be inspected during each session/semester, during break periods, and at the time of check-out. Routine inspections are announced in advance, and the student may choose to be present for inspections.

These inspections are conducted:

- (a) To evaluate the condition of the apartment/room and furnishings;
- (b) To identify needed maintenance and repairs; and
- (c) To check for fire and safety hazards.

If damages are noted, the cost for repairs or replacement will be charged to the resident(s) of the room/apartment. The University reserves the right to make non-routine, emergency inspections to protect the health and safety of its students.

Should Residential Life observe the presence of unapproved appliances or other banned objects in the room/apartment or notice objects attached to the facilities in an unapproved manner, a notice will be left in the room/apartment notifying the resident(s) of the infraction(s). Items may be confiscated by staff, and will then be logged and stored in the Area Residential Life Office or by University Police for



residents to pick up upon leaving to go home. Students who fail to pick up confiscated belongings within the designated period after check-out will forfeit those items as a "gift" to a local charitable organization.

## Damages

1. Room occupants will be held responsible for the condition of the room/apartment and furnishings and for any damages or losses that may occur during occupancy beyond normal wear and tear.
2. Individuals identified as responsible for damage, theft, or losses in common areas of the building (such as corridors, elevators, stairwells, lounges, laundry rooms, or study rooms) will be billed for the cost of repair or replacement. Residents will be held collectively responsible for damages, theft, or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified.
3. For the purpose of damage, theft, or loss assessment, occupancy shall be inclusive from the date of check-in to the date the student properly checks out of the room. Charges will be applied against the student's account. Residents must pay the damage assessment when billed.
4. Students must submit a work order upon check-in for any damages or broken items in the room within the first five days of occupancy. Any items that are not reported during the first five days of occupancy beyond normal wear and tear will be billed as damages to the occupant(s) of the room.
5. Residents are not permitted to make damage repairs or arrange for them to be made. In an emergency, Residential Life staff or University Police should be contacted. Any student who leaves the University at the end of the contract period or earlier because of withdrawal from the University or other termination of study, and who fails to return the room key at the time of check-out, will automatically be assessed a charge for core and key replacement. The amount will be charged against a student's account.
6. The cost of student room/apartment and community damages caused by abuse or misuse of Residential Life housing facilities or equipment will be charged to the student account at the current replacement value of the damaged item plus the hourly labor rate necessary to restore the facility/equipment to its original condition. Students requesting a temporary loaner key will be charged \$5 per incident. After a student requests a loaner key three times in a semester or when the student does not return the loaner key within the designated time period (2 hours), the student will be charged the cost to re-core the room. This re-core is completed in order to ensure a safe living environment for all community members. Residents requiring a re-core of their room due to a lost key will be charged at the following room re-core rate:

<b>Residence Hall/Apartment</b>	<b>Core Charges</b>	<b>Mailbox Core</b>	<b>Key Charges</b>	<b>Labor Charges</b>	<b>Total</b>
<b>Burford</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Erickson</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Pickerl</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Blumberg</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Mills</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Rhoads</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Cromwell</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Sandison</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>Reeve</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>University Apartments</b>	\$40.00	\$40.00	\$10.00	\$30.00	\$120.00
<b>500 Wabash</b>	\$160.000	\$40.00	\$20.00	\$30.00	\$250.00

- Residents will be billed for room damages within 30 business days of checking out of the room. Residents who dispute the charges will have 30 business days to submit an appeal in writing to the Director, Residential Education. All appeals will be responded to in writing within 30 business days.

## POLICIES AND REGULATIONS

Insofar as any of the provisions below are inconsistent with University policy (including the Code of Student Conduct) or applicable Indiana law, University policy and law will control.

### Alcohol and Illegal Substances

#### Alcohol Policy

- The possession or use of alcoholic beverages is prohibited in all on-campus undergraduate residence hall buildings except apartments in the University Apartments and 500 Wabash where all residents of the apartment are at least 21 years old.
- It is a violation of state law and University policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished or given to anyone under the age of 21.

3. Residents will be held responsible for activities that occur in their room/apartment and will be referred to the Office of Residential Life, Student Conduct and Integrity and/or University Police if guests are violating the on-campus alcohol policies listed above.
4. Failure to comply with the direction given by or the request to present identification to a University Official acting in the performance of their duties is a violation of the Code of Student Conduct and will result in a referral to Office of Residential Life, Student Conduct and Integrity and/or University Police.
5. It is against the Code of Student Conduct to supply false information, such as name, age, etc. to a University Official who is acting in the performance of their duties.

### Illegal Substances

It is a violation of state law and university policy to illegally possess, use, distribute, manufacture, sell or be under the influence of other drugs. Students who violate this policy will be referred to Office of Residential Life, Student Conduct and Integrity and/or University Police.

It is against housing policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls/apartment buildings) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to Office of Residential Life, Student Conduct and Integrity and/or University Police.

Students who have been found responsible for distribution, manufacturing, or selling illegal substances will have their housing contract canceled and will not be considered for a housing contract for future contract periods.

### Canvassing and Solicitation

#### Canvassing

1. Canvassing shall be defined as any effort to influence student opinions, gain support, or promote a particular cause or interest, specifically excluding any solicitation of fundraising. Surveys are not considered to be canvassing for purposes of this policy.
2. Students, student organizations, and hall councils may be eligible to canvass in the residence halls if sponsored by the Office of Residential Life or Residential Life affiliated student clubs and organizations.

### Commercial Enterprises

The use of university facilities and/or property for commercial sales activities by individual or non-university organizations is prohibited. University organizations, with appropriate approval and sponsorship by Residential Life or Residential Life affiliated clubs or organizations, may sell materials to support the purpose of the organization and/or for charitable activities.

### Solicitations

1. Definitions
  - a. A residence hall is a university-owned or university-operated building that contains rooms/apartments assigned to students for sleeping, dressing, studying, and socializing, and that also contain common facilities and areas used by all students assigned to such residential area, including a common means of entering and exiting, common bathrooms, common study lounges, common storage areas, and areas used in common for organized educational and social functions. Apartments are also covered under this definition.

- b. Solicitation is the offer of a sale of products or services.
2. Except as hereinafter provided, no person (including a student), firm, business entity, charitable organization, religious organization, or other organization may solicit money, sell, or solicit the sale of any product or service anywhere in a residential area.
3. A student assigned to a room may invite a person, firm, business entity, charitable organization, religious organization, or other organization to that student's assigned room to solicit money, sell, or to solicit the sale of products or services with that student only. Such solicitation or sale must occur only in the assigned room of the student-inviter. The solicitation of money or the sale or solicitation of a sale of products or services to any other student, including roommates/suitemates, is prohibited anywhere in the residential area.
4. Registered student organizations and residence hall councils/staff may solicit money or sell/solicit the sale of products or services in a residence hall with prior approval from the Executive Director, Residential Life or designee.
5. Nothing in these regulations shall be deemed to preclude any solicitation or sale by mail, email, telephone, or other communication media.

## Decorations and Display

### Advertising

Advertising of merchandise or services for sale or rent is not permitted in residential areas unless it is for the sale of personal property of the students living in the residential areas and/or approved by the Central Residential Life Office. Special bulletin board space is designated for this service.

Advertisements, if posted elsewhere, will be removed. All advertisements must be approved by the Central Residential Life Office prior to posting. The most current Residential Life posting approval process can be obtained in the Central Residential Life Office.

### Student Rooms/Apartments

1. Pictures, additional bulletin boards, and decorations are to be hung in an appropriate manner in the room/apartment.
2. Because of the costly cumulative deterioration of physical facilities, it is not permitted to use nails, Command Strips, or screws on walls, furniture, doors, other woodwork or glass.
3. Students choosing to use tape, adhesives, putty, glue, paste, or staples do so at the risk of damage to the room/apartment and may incur charges as a result of damage resulting from the use of these items. We have found that the use of thumb tacks or rubber-cement typically does not damage the walls. However, residents using these substances are doing so at their own risk. Housing is not responsible for damage that occurs from use of these substances in the residence hall rooms.
4. No painting or papering of rooms or furniture is permitted.
5. Nothing is to be strung across the room/apartment for the purpose of hanging decorations. Nothing is to be hung or draped across the ceilings.
6. Darts and dart boards are not permitted.
7. Alcoholic beverage containers of any type (full or empty) are prohibited from being used as decorations or displays in the residence halls. In 500 Wabash and University Apartments, as the only residential facilities allowing alcohol for those 21 years of age and older, alcohol may be present in apartments where all residents are 21 years of age or older.

### Student Room Doors

Students may decorate the surface of their room/apartment door facing the interior of the room/apartment, provided that it is done according to the guidelines that follow. Adhering to these

guidelines will protect doors from unusually harsh wear, eliminate potential fire hazards, and ensure the free movement/access in the room/apartment. No decorations may be placed on the exterior of the building.

1. Decorations may be placed on the upper section of room/apartment doors above the lock mechanism. If the door has louvers, no materials may be placed on the louvers.
2. No decals or stickers are permitted.
3. Bunting and streamers are permitted to celebrate special occasions, but must be removed within 48 hours.
4. All memo boards, pictures, signs, and posters must be unframed.
5. Indiana State University does not recommend a specific adhesive product to adhere items to the door. Students who choose to display items on the door with an adhesive product are assuming responsibility for any damage to the door as a result of that product.
6. Nonflammable materials should be used whenever possible.
7. All door decorations must be removed prior to the student being checked out of the room/apartment. Damages to the doors as well as any extra cleaning required will be the responsibility of the residents and may result in a charge to the student account. Residential Life staff will determine the nature and extend of all damages.
8. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the Area Residential Life Office and/or to Student Conduct and Integrity.

#### Student Room/Apartment and Lounge Window Decorating and Display Policy

Students may not decorate the window(s) in their individual bedroom(s)/apartment(s). Lounge windows may be decorated for university sanctioned events with the appropriate permission from professional hall staff. If there is a medical need to decorate or cover windows, the appropriate ADA requests must be approved through the Accessibility Resource Office (ARO).

#### Holiday Decorations

Many residents are interested in seasonal or holiday decorating. The following policy outlines acceptable standards for seasonal and/or holiday decorating.

1. Live trees or greens are not permitted due to fire hazard concerns. Artificial trees or greens may be used.
2. Only room and hallway bulletin boards may be decorated; walls, windows or ceilings may not have decorations applied to them due to fire hazard concerns.
3. Candles are never permitted. If the use of a candle is required for a religious celebration, the student must work directly with the area Residential Life staff to find an appropriate location for religious observance.
4. When decorating, all materials must be non-flammable such as ceramic or glass, decorative 100% aluminum foil wrap, fire-retardant-treated paper, crepe paper, tinsel, ribbon, etc.
5. Spray snow is acceptable on windows but must be cleaned within 48 hours of the holiday and prior to leaving for the semester break period.
6. Decorative lights may be used in individual rooms; however, students are asked to consider not using these lights in an effort to be more sustainable and conserve unnecessary energy expenditures.
7. All holiday decorations must be removed prior to the beginning of the semester break.

Questions related to the above policies should be referred to the area Office of Residential Life.

## Guests

Residence hall rooms and apartments are intended for use by residents of the hall/apartment and their invited guest(s). A guest is defined as a person visiting a resident of the apartment at the resident's invitation. Delivery persons are not considered guests for purposes of this policy.

To ease the congestion of the move-in period and to allow roommates the opportunity to discuss what to do about overnight guests in a room/apartment, no overnight guests will be allowed in the room/apartment until the first day of classes, then only with permission of all roommate(s).

The following conditions relate to all guests:

1. It is the responsibility of the host student to ensure that their guests are aware of university and residence hall/apartment policies. Guests are held responsible for their own actions and for knowledge of and compliance with university and residence hall/apartment regulations. However, hosts may be held accountable for damages committed by their guests, unless the guest can be identified as a university student. Hosts may also be held accountable for their guest(s)' behavior.
2. Residents are permitted to have guests in their rooms only if there is no objection from all roommate(s).
3. Guests visiting a room/apartment are restricted to no more than two guests per resident of the space. For example, in a residence hall double occupancy room, no more than four guests may be in the space at any given period of time. In an apartment with an occupancy of four, no more than eight guests may be in the apartment at any given time.
4. Room keys are not provided for guests. Residents are not to give their keys or ID to a guest in order for them to gain entrance to a room or apartment for any reason.
5. Students may have an overnight guest in their room/apartment for a maximum of three consecutive nights, and not to exceed ten total nights in a semester. A guest may not "hop" between rooms in a community to extend that visit beyond the maximum number of nights.
6. Residential Life reserves the right to revoke a guests' privilege to visit a university-owned or university-operated residence hall or apartment.
7. Guests must be escorted at all times while visiting the building/apartment.

Students charged with violations of the guest regulation will be subject to university disciplinary action. An unescorted guest who is a student of the University shall be subject to University discipline.

## Noise

One of the goals of Residential Life is to provide an atmosphere within the residence halls/apartments that is conducive to study and rest. In order to meet this goal, it is necessary that all students understand that the right of students to study and sleep takes precedence over the right of students to make noise. Quiet hours and courtesy hours have been established and posted in every residence area.

1. Electronic sound equipment (radios, TVs, stereos, electronic games, computers, etc.), musical instruments, and room activities will not be heard outside of the room/apartment. Such equipment should never be played so loudly as to disturb other residents.
2. At no time will amplified sound be directed out of windows by placing speakers in windows.
3. It is important that residents take the initiative to discuss the noise with the offender. If a resident is bothered by someone else's noise, the resident should ask the resident to reduce the volume level of the offending noise. The resident has every right to expect them

to do so. Likewise, any resident who is requested to reduce their volume level should do so - thus showing respect for a fellow student. Residential Life staff will continue to deal with excessive noise. However, they cannot always be aware of every problem.

4. All students and guests will lower their voices when talking in the corridors, bathrooms, study lounges, etc., in order to help maintain a quiet living environment for all residents.
5. All students will refrain from participating in any sports-like activity within or immediately adjacent to the residence areas. The University has designated areas for these activities.
6. Residents who persist in creating excessive noise will be subject to disciplinary action through Residential Life or the Office of Student Conduct and Integrity.

### Quiet Hours

- 10:00 p.m. until 9:00 a.m. Sunday through Thursday and
- Midnight to 11:00 a.m. on Friday, Saturday, and Holidays

### Courtesy Hours

Courtesy hours are in effect 24 hours a day. At all times, a student's right to study and sleep will be respected. Residents and their guests will lower their voices or the volume of equipment (music, TV, computer, musical instruments, etc.) if asked to do so by a University Official or a resident of the building.

### Finals Week

During finals week, 24-hour quiet hours are maintained beginning at 8:00 am, the day before finals and continuing until the halls close at the end of the semester. It is expected that a proper study atmosphere be maintained during these established quiet hours. Residents are also reminded that these hours may be extended if additional study conditions are required.

## SAFETY

### Fire and Safety Policies

#### Candles and Incense

For safety reasons, candles, incense, and other flame-emitting articles are prohibited in all residential areas including residence hall rooms and apartments. Only potpourri burners with an enclosed heating element and an automatic shut-off are permitted.

### Smoking

Smoking and vaping on university property and in residence halls/apartments is governed by the Policy 955 [<https://www.indstate.edu/policy-library/campus-tobacco-policy>]

### Fire Prevention

#### Fire Drills and Active Fire Alarms

To comply with state and local fire regulations, fire drills will be conducted regularly. Everyone present in the building during the emergency drills or an active alarm is required to participate by vacating the building according to instructions. Rooms/apartments may be checked during fire drills or active alarms to ensure compliance. Failure to vacate the building in a timely manner in an emergency drill or active alarm is subject to disciplinary action.

## Fire Safety Equipment

Fire alarms and fire extinguishers are located in every residence hall building and/or apartment building. Students should familiarize themselves with the location. Tampering with fire safety equipment is a very serious matter that could jeopardize the safety of a number of people. Smoke detectors are in every apartment/residence hall room/common area and are provided for the resident(s)' safety and should not be tampered with under any circumstances (including detaching from the ceiling, covering, or taping off). Tampering with this equipment, at any time, including covering the equipment or dismantling the equipment and/or discharging a fire extinguisher may result in severe disciplinary and/or criminal action including an immediate loss of the housing contract.

## General Fire Safety Precautions

Students are responsible for taking precautions to prevent fire. Extreme caution and good judgment must be exercised when using a desk lamp of any kind. Lamps should not be placed near flammable objects such as curtains, bedspreads, pillows, posters, or clothing and should be turned off when residents leave the room. Due to potential fire hazards, Torchiere-Style (floor-standing lamps that project light upward) halogen lamps are prohibited in any residential room or apartment. Games such as playing with lighters, lighting the contents of aerosol containers, or other activities involving open flames are prohibited in the residential halls/apartments. Space heaters are not permitted in on-campus housing.

## FACILITY POLICIES

### Abandoned Personal Property

Personal property left in university-owned or operated property at the end of the contractual period, a cancellation of a contract, or upon the student withdrawing from the university will be bagged and tagged by Residential Life staff. The resident will be charged for the time it took to clear the abandoned personal property at the current hourly labor rate. These items will be inventoried and stored for a period of 10 business days. Individuals who fail to collect abandoned belongings within the 10 business days will have their abandoned personal property disposed of and/or donated to a local charitable organization. Property left in specific storage areas and stored in accordance with approved guidelines will be considered exempt from this clause. Personal property will only be released directly to the contract-holder unless prior permission is obtained through a written request through the contract-holder's Sycamore email account.

### Aerials and Antennae

Aerials, masts, satellite dishes, and other short-wave radio transmitting equipment are not allowed in the residential areas because of FCC interference regulations and safety precautions.

### Appliances

1. The following electrical appliances are authorized for use in student rooms/apartments if the Underwriters Laboratories, Inc. label (UL label) is on the appliance: Televisions, stereos, coffee makers (with enclosed heating element), clocks, fans, hair dryers, curling or flat irons (with automatic shut-offs), refrigerators/microwaves, appliances with enclosed heating elements (air fryers, instant pots, rice cookers, popcorn poppers, etc.).
2. The following electrical appliances are prohibited: hot plates, toasters (permitted in apartments only), toaster ovens, torchiere-style (floor standing) halogen lamps and lights, anything with an open heat element, personal air-conditioners or personal heaters.



3. Clothing irons are permitted but must have auto-shut off.
4. If the use of multiple outlets is needed, a grounded 15-amp surge-protected plug-in strip with built-in circuit breaker should be used.
5. If unapproved items are observed in a room/apartment, the student will be asked to remove them from the building. If the student is not there, the item will be confiscated and a note left in the room. The student will be able to claim the confiscated item to take home with them at a later time. In case of noncompliance, the University reserves the right to have the items removed. The items will be returned to the student upon request to the Area Residential Life Office.

## Elevators

Most residence halls have elevators for moving people and equipment between floors. Students and guests should refrain from the following behaviors when using an elevator:

1. Tampering with or abusing any of the elevator equipment or controls.
2. Prying open elevator doors or holding them open by the safety edges.
3. Attempting to exit an elevator that is stuck between floors without directions and assistance from emergency personnel.
4. Jumping up and down in the elevator.
5. Using the elevator in the event of a fire.

Engaging in any of the above behaviors may result in a referral to the Office of Residential Life or Student Conduct and Integrity and are being charged for any necessary service or repairs.

## Furniture

Furniture and furnishings are not to be removed from the room/apartment at any time. Only bunk-beds and loft beds specifically approved by the University may be used within resident rooms, and only the use of approved beds is permitted. All residence hall and apartment rooms are fully furnished. The University reserves the right to request that personal furniture be removed from the space if it presents a fire or safety hazard to the room/apartment. The University will not provide storage of one's personal belongings if the belongings do not adequately fit in the room/apartment.

The use of other University furniture in an individual student room (i.e. taking furniture from a common area/lounge and putting that furniture in an individual room/apartment) will lead to referral to the Office of Residential Life or Student Conduct and Integrity.

Because of the weight and potential for damage, liquid-filled beds and other liquid-filled furniture is prohibited in all resident rooms/apartments.

## Musical Instruments

Small musical instruments may be stored in a residence hall room. Large musical instruments such as pianos and drum sets are not permitted in a residence hall room. It is against policy for students to practice instruments in the residence hall room. Residential Life may require a student to remove a musical instrument from the building that they deem inappropriate for the residence hall room due to space requirements.

## Room/Apartment Inspections

Routine room inspections of all residence area rooms may be done periodically to evaluate the condition of the room and furnishings, to identify required maintenance and repairs, and to check for fire and safety hazards. In most cases, students are notified about room inspections in advance.

## Room/Apartment Searches

There are no routine room searches. A room search is conducted only when there is a strong reason to believe that the occupant(s) of the room are in serious physical or psychological distress or that the room contains items that are contrary to University regulations (which include federal, state, and local laws). In most cases, an act of misbehavior will precipitate this concern.

When a University Official requests that a student open the door out of concern for a student, the resident(s) are required to open the door. Failure to open the door may result in a staff member entering the room to confirm the safety of the resident(s) inside the room. In these situations, the staff member will do the following, (a) knock on the door and identify themselves as a staff member, (b) notify the residents that they are concerned for the student's safety and that the student must open the door, (c) wait several seconds, (d) again identify themselves and notify the resident(s) that they are now keying into the room, (e) enter into the room to confirm that there is no imminent harm to the resident(s) or community. Staff members always key into a room with at least one additional staff member present. Staff members' role is to make contact with anyone present in the room and confirm that there are no safety concerns for the room or the community.

Full room searches are conducted under one of three conditions:

1. When there is a reliable, direct threat of harm to a resident(s) in the room/apartment or to the larger community, permission to conduct a search of the room may be granted only by the Executive Director, Residential Life or designee upon consultation with the Chief of University Police/designee. Approval is given only after the reason for the search, the person(s) to search the room, and the object(s) being sought are clarified. Searches are usually conducted in the presence of the student occupant(s), and only in unusual cases would the room be searched in their absence.
2. When a court order has been obtained, the search will be performed according to constitutional and criminal procedures (for instance, if an officer observes articles in plain view from a location where the officer has a right to be, the officer has not conducted a search). If time and circumstances permit, a member of the Residential Life staff will be notified of the impending search. The staff member can provide guidance to the resident of the room against whom any warrant is issued and can act as a witness. Items seized will be taken (as authorized by law) and inventoried.
3. When a student occupant(s) of the room/apartment grant verbal permission to Residential Life staff or University Police to search the room.

## Weapons and Firearms

Residents may not possess, store, or use firearms or other weapons on any University operated property at any time. The storage of firearms and weapons in an automobile on campus is also prohibited. Weapons include:

1. Firearms such as handguns, shotguns, rifles, tasers or electronic stun guns, as well as airsoft, BB, pellet, paintball and/or items using compressed air;
2. Explosives such as bombs, grenades, blasting caps, fireworks, ammunition;
3. Other equipment, material, and devices (e.g. knives, metal knuckles, tear gas, chemical substances, replica, simulated, toy) that could be or have been used to cause harm or the fear of harm.

## Weightlifting

Weightlifting equipment is not permitted in the apartment or individual rooms because of noise and potential damage to the floors.

## Windows/Screens

1. To protect draperies and sills and to help conserve heating fuel, windows should be closed when residents are not in the room/apartment.
2. No food or beverages are to be stored between the window and the screens on outside ledges.
3. Removal of any window screen is prohibited.
4. No antennae or other devices are to be strung out of windows.
5. Residents or their guests are not permitted to enter or leave a residential space or access the roof or a balcony via a window at any time.
6. Throwing or expelling anything from a window at any time is prohibited and may result in immediate cancellation of residence hall contract.

## SECURITY

### Card Access

Most residence halls/apartments are equipped with an electronic, computerized card access system that permit access to the hall/apartments, elevator, or bathroom by residents only. The system is operational 24 hours a day, seven days a week when residence halls are in operation. If access hours are to be changed, residents will be notified of that change. Students may enter their assigned building by swiping their ID card in the card reader, located in the entranceways, and at some halls, inside the elevator, or at the bathroom. If for some reason, the ID card does not unlock the door, please contact the front desk or the residential life duty staff member, or in an extreme emergency, University Police. If you have ordered food for delivery, you must be in the lobby to meet the vendor at the front door. If you want to visit a friend in another building, you'll need to let them know so that they can meet you at the entrance. Exit doors should not be held open for prolonged periods. Residents are not allowed to let anyone into the building except their invited guests.

If a student's ID card is lost or stolen, the student should report to University Police to deactivate their card and purchase a replacement ID card.

### Community Service Officers (CSO)

Students, called Community Service Officers (CSOs), are hired at University Apartments to check for propped doors, monitor activity in the parking lot and common area, and to assist students who have a safety concern after hours. Students interested in working as a CSO should contact University Police.

## EMERGENCY SITUATIONS

### Tornados or Weather Emergencies

In the event of a severe weather situation, residence hall staff will make an attempt if there is available time, to post weather-related information by the elevators on each floor and at the front desk. A watch means that conditions are right/favorable for an emergency weather event. A warning means that an active weather event is imminent. In an active weather warning, please quietly follow the directions of the hall staff. In the event of a tornado please move to the lower levels to a space

with few or no windows and await further instructions from hall staff. Residential Life cannot guarantee the ability to notify residents of a weather emergency. It is strongly suggested that students sign-up to receive local weather notifications offered by local third-parties.

### Restricted Access

In the event of an emergency event on campus (active shooter, campus threat, campus emergency), the residence halls/apartments may go into restricted access. During restricted access, students will need to show ID in order to enter their residence hall or apartment building. No guests are permitted in the building during a restricted access period. Students should follow the directions of hall staff during restricted access emergencies.

### Building Lockdowns/Shelter in Place

In the event of an emergency on campus (active shooter, campus threat, campus emergency), the residence halls/apartments may go into building lockdown/shelter in place. In a building lockdown/shelter in place, no one will be permitted to enter or leave the buildings. Students will be encouraged to go into their rooms and lock their doors and stay away from their windows until further notice. Residence hall/apartment staff will provide updated information as soon as it is received.

Students are also encouraged to sign up and pay attention to RAVE emergency alerts for updated information in the event of a campus emergency or crisis.

## RESIDENT RESPONSIBILITY FOR SAFETY

### Safety and Security Tips:

1. Students should not allow strangers to enter the residence hall/apartment building with them.
2. Students should notify the staff member on duty if someone has insisted upon entering the hall/apartment with them. The student should try to get a good description of the offender and observe the direction in which the offender moves.
3. Students should keep their rooms/apartment locked at all times, even when they are sleeping, and especially when they are leaving the room/apartment and/or building.
4. A malfunctioning card access reader or door should be reported via the work order system or the front desk of the building immediately.
5. Students should meet any guests/visitors in the lobby and escort the guest/visitor at all times.
6. Students should not lend their ID card or room/apartment key to others at any time.
7. Lost or stolen keys or ID cards should be reported immediately.
8. Students should sign up for RAVE emergency alerts on their mobile devices.

Report Suspicious Activity Immediately Suspicious activity includes:

1. Persons going from room/apartment to room/apartment trying doorknobs
2. Persons loitering at unusual hours and locations
3. Persons running (especially if something of value is being carried)
4. Persons exhibiting unusual mental, emotional, or physical symptoms
5. Persons carrying university property
6. Open or broken windows or doors
7. Unusual noises, screams, or cries for help

Some people fail to report suspicious activity because they are not aware of what seemingly innocent activities might be suspicious. Others may notice activity and may be hesitant to call for fear of seeming over-reactive or embarrassed. Still others take it for granted that someone else has already called. Students should ALWAYS call immediately about any suspicious activity. There is no need to worry about bothering staff on duty because that is why we are here. Students should not be concerned about being embarrassed if their suspicions prove unfounded. They should think instead about what could happen if they do not act.

Students play a critical role in maintaining a safe and secure environment. No matter how many security assistants we employ or how sophisticated a mechanical system we install, the safety and security of the residents can be compromised by careless resident behavior. Students should think about this the next time they are tempted to prop open a door or not lock their room/apartment doors.

## TECHNOLOGY

### Data

Residential Life provides a personal network connection in each bedroom in the residence halls and 500 Wabash, and each common room at University Apartments. Students can access the Internet using their own personal computer. Anyone who accesses the network acknowledges a responsibility to act in accordance with relevant policies. Student must request that their wired network connection be turned on. Instructions for making this request are provided during residence hall/apartment check-in.

### Network

By registering for or using a network connection, the student agrees to be bound by the Office of Information Technology Network Terms and Conditions.

### Wireless Connections

All residence halls and apartments have wireless internet capabilities. Instructions for accessing the wireless network will be provided at check-in.

## MISCELLANEOUS

### Motorized and non-motorized personal vehicles

Bicycles are to be placed in the bicycle racks located outside the residence halls/apartment communities. Bicycles are not permitted in lounges, laundries, hallways, bathrooms, dining halls, or other public areas. Bicycles are not permitted to be stored in residence hall rooms.

Non-motorized vehicles include bicycles, tricycles, skateboards, roller-skates, in-line skates, and any other human powered transportation device. Non-motorized vehicles cannot be operated in a reckless or hazardous manner or in a manner that interferes with pedestrian or vehicular traffic. They are not permitted to be used inside residential buildings or on ramps leading up to residential buildings. Non- motorized vehicles are not permitted to be used on stairs, railings, landings, loading docks, benches, picnic tables, and all surfaces not intended for pedestrian or vehicular traffic or in a manner that is acrobatic or stunting in nature.

All hover boards or other battery operated personal vehicles such as electric bicycles, self-balancing scooters, battery-operated scooters, or hands-free Segways are not permitted to be operated, charged, or stored, or brought into our residential facilities at any time.

## GAMBLING

Gambling in university-owned or university-operated residence halls or apartments is governed by University policy (including the Code of Student Conduct), which is available at <https://www.indstate.edu/policy-library/code-student-conduct> and may be amended from time to time.

## MAIL SERVICE

Mail for residents should be addressed as according to the materials provided at check-in. Students are responsible for completing a forwarding mail form with the USPS upon check-out from the residence hall/apartment community.

## PETS

Animals of any type are not permitted in the residence halls/apartments for reasons of sanitation and safety. The only exception to this policy is goldfish or tropical fish limited to one small tank, not more than 10 gallons. Students requiring service or emotional support animals should contact the Accessibility Resource Office for specific policies and procedures.