

ILLINIOS STATE UNIVERSITY

# University Housing Policies: Fell and School Street Apartments

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## Accountability Standards

Any violation of university regulations or apartment complex policies and procedures may result in disciplinary action. Residents are responsible for all information published by University Housing Services and University publications.

At no time should a resident's behavior and conduct impair or prevent the University or University Housing Services from accomplishing or making progress toward their established educational goals.

Residents who are present during a policy violation, even if they are not directly participating in the violation, may be seen as consenting to the violation by the conduct process and University Housing Staff. If present when a policy violation occurs, residents should remove themselves from the area and report it to University Housing Staff immediately.

University Housing Services is committed to preventing disruptive behavior. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information that can assist in this endeavor are encouraged to contact a University Housing Staff member or the Illinois State University Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the apartment complex.

Note: Staff members are not eligible to receive rewards, as it is the responsibility of all staff members to report information about incidents.

## Apartment Behavior Policies

### Access Policy

The exterior doors to the apartment complex buildings are secured at all times. Residents use their keys to gain access to their assigned building.

### KEYS AND IDENTIFICATION

University Housing Staff has the right to ask anyone entering or inside of the apartment complex (resident or guest) to show proof of identification and residence. Residents are expected to have their Redbird ID Card and apartment/room keys in their possession at all times. Residents who are not in possession of their key(s) and ID may be documented for violating the Key and/or ID policy and must verify their residence and identity to remain in the building. All individuals who do not reside in the building must be escorted by their host at all times.

### KEYS

Residents are issued a building key, apartment key, a bedroom key, and a mailbox key when they officially check into their apartment. These keys remain the property of the University and are loaned or licensed to residents only so long as they are the rightful occupant of the room to which these keys provide access.

Residents may not give or loan the keys to a guest or other residents nor should a resident be in possession of any apartment keys not specifically granted as authorized use by University Housing. Residents may only deliver, surrender, or relinquish these keys to a University Housing Staff member. Residents may not duplicate or modify their room keys. Residents must return their keys to a University Housing Staff member when they check out of their room.

If a resident's key is locked in their apartment/room, the front desk can provide another key to the room for a limited length of time. If this key, along with the room/apartment key, is not returned within the specified period, the resident will be charged for a core change. If the resident loses their room key, they will be charged for its replacement. The cost of a core change may increase outside of regular business hours. A fee will be applied to a resident's Student Account after the third and every subsequent time they check out the spare key.

### **SPARE KEYS AND CORE CHANGES**

If a resident has lost their keys, they have the following two options: Have an emergency core change done immediately at the cost of \$150.00 per lost key or receive a spare key now and only have a core change done if the spare key is not brought back by 8:30 a.m. on the next business day. Core changes cost \$75.00 per lost key. The business day is defined as Monday through Friday 8:00 a.m.-4:30 p.m.. If the lost key is located during the time that the spare key is checked out, both keys should be brought to the front desk prior to the conclusion of the specified time to avoid a core change and the resulting charges. The limited amount of time is noted on the Statement of Understanding that the resident signs when checking out the spare key.

### **Alcohol Policy**

The possession and consumption of alcoholic beverages by residents and their guests who are 21 years of age or older is permitted within the confines of the individual resident's apartment. The use of alcoholic beverages on University premises is a privilege and may be allowed only if consistent with State laws and University policies.

### **Assignment Policy**

Requests for room changes cannot be made until after the tenth day of classes each semester. A request for a room change may be made through the Apartment Complex Coordinator. These requests may not be approved until residents have demonstrated a serious attempt to adjust to the room situation. The Roommate Bill of Rights (pdf) is used to ensure that residents have been making efforts to work through their disagreements. When requesting a room change, it is the resident's responsibility to provide the Apartment Complex Coordinator with the building name and room number of the desired room. When all Apartment Complex spaces are filled, only one-for-one room switches can be approved. One-for-one room switches must be approved by all involved roommates. Residents are responsible for officially checking out of their rooms when completing an approved room change. See University Housing Staff for further information.

Room changes not approved by the Apartment Complex Coordinator are in direct violation of Fell and School Apartment Policy.

The University reserves the right to assign apartments, to authorize or deny apartment and apartment-mate changes, to consolidate single student vacancies, and to require residents to move from one apartment to another.

### **Balconies, Hallways, Breezeways, Windows and Doors**

Awnings or other projections may not be attached to the outside walls, over balconies, windows, hallways, breezeways and/or entrance doors, nor may these areas be used for shaking dust mops, beating rugs, drying laundry, painting, or anything that will stain the foundation and/or surface of the area or draping any articles. Trash or other material(s) may not be left on or thrown from any balcony, hallway, breezeway, window, parking area or doorway. Balconies and patios may not be used for storage of any interior furnishings. Balconies and patios must be kept in a clean and safe condition  
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at all times. No sign, banner or other fixture, including foil and/or film of any kind, may be hung in any window or on any door in a manner that may be visible from the exterior of the building. No external antennas, clotheslines, signs, banners, flags and/or satellite dish may be erected on any balcony or building exterior. Only those window coverings supplied by University Housing Services may be seen from outside the building. Violations of this policy may be corrected by University Housing Services (including cleanup and disposal of materials) at the residents' expense. Damage to shared or common areas, including balconies, adjacent hallways, windows and doors, will be repaired at the joint and at the expense of the residents of the applicable apartment(s).

## Decorations

- Residents may not decorate outside of their apartments. This includes the exterior of the apartment front door.
- Natural decorations such as cornstalks, hay, straw, etc., shall not be used in University-owned apartments.
- Natural Christmas trees are permitted, provided they are purchased fresh, placed in water-containing holders, and placed away from radiators, televisions, and other sources of heat.
- Only miniature energy efficient lights, UL (Underwriters Laboratory) or FM (Factory Mutual) approved, shall be used in any decorations.
- All lighted decorations shall be unplugged when leaving for overnight or longer periods.
- Decorations with open flames (whether lit or unlit) such as candles, wick lamps, incense, wax warmers, etc. are prohibited.
- Power cords cannot run between the door and doorframe, where they may be pinched or cause other hazards; run the cord under the door. Do not run power cords under rugs or carpeting.
- No decorations may be placed to obstruct the exiting path for the apartment or for other apartments.
- University Housing Services and the Illinois State University Office of Environmental Health and Safety shall have the final authority as to what material may be used in decorations, should questions arise.
- Decorations in violation of University policy must be removed immediately, at the direction of the Environmental Health and Safety Office or University Housing Services.

## Energy Conservation Policy

In an effort to conserve energy to enhance control of room and board rates, residents are restricted to a reasonable consumption of electrical mechanisms used in the Apartment Complex. Fell and School apartments are equipped with appliances such as refrigerators, microwaves and ranges. In an effort to conserve energy and enhance control of room and board rates, residents may not bring additional equipment or appliances similar to that which is already provided.

Exceptions to this policy will only be granted after submission of a formal request to University Housing Staff. Contact a University Housing Staff member for details regarding the electricity budget assigned to each apartment as well as fines for exceeding that budget.

In addition, the following items are also prohibited:

- Any open flame apparatus
- Electrically powered tools
- Halogen lamps
- Hoverboards
- Lighted wall or window signs

- Multi-colored floor lamps
- Oil popcorn poppers

At any given time, University Housing Services Staff may determine that other items are in direct conflict with this policy and reserves the right to remove such items to prevent their use.

## Escort and Visitation

Residents must understand that visitations are a privilege and that they do not take precedence over a roommate's right to study, sleep and have privacy.

A guest is defined as a person who is a non-resident of a particular residence hall, including family members and ISU students and residents of other halls/apartments.

### **RESPONSIBILITY FOR GUEST BEHAVIOR**

Residents are responsible and will be held accountable for their guests' behavior at all times and as such, should ensure that their guests are informed about the apartment policies prior to their arrival. University Housing Services reserves the right to remove a guest at any time.

### **HOST MUST ESCORT GUESTS AT ALL TIMES**

Guests who are students of Illinois State University share responsibility for their behavior with their host. Guests who are not students of Illinois State University may be required to leave university premises and could be subject to criminal prosecution for violations of university policy.

### **ACCEPTABLE FORMS OF IDENTIFICATION**

Residents need their ISU Redbird cards. If requested, guests need to present a government issued picture ID that includes their photo and birthday, such as:

- Driver's License
- State ID
- US Passport/ US Passport Card
- Foreign Government-Issued Passport
- US Military ID card
- Permanent Resident Card

### **GUEST VISITATION**

Visits of guests are limited to a one-week stay. Exceptions may be granted upon appeal to the Apartment Coordinator if special circumstances exist.

## Mail Service

U.S. mailboxes are available for each apartment. To ensure prompt mail delivery, the names of the residents may be placed on the inside of the mailbox. No one other than the occupants listed on the housing contract may receive mail at the apartment address.

All students are responsible for updating their address with the University [my.illinoisstate.edu](http://my.illinoisstate.edu) upon moving out of the apartment.

## Maintenance Requests

Residents in need of maintenance should fill out an online work order request located online at [iService Desk](#). Residents should provide specific information in the work order to facilitate an appropriate response. For emergency maintenance requests, residents should contact the Vrooman Front Desk at (309) 438-9267.

Residents must inform University Housing Services of maintenance needs when necessary in order to avoid damages to property. If necessary maintenance is not reported within a reasonable timeframe, all associated damages will be billed to the student.

University Housing Staff does not service vending or laundry machines. For maintenance for vending machines or washers and dryers, contact the numbers or website on the machine.

## Outdoor Grills

The owner of the grill is responsible for the grill's operation whenever is in use or hot. Grills may not be operated inside any University apartment, or on balconies, porches, or landings. While in use and until completely cool grills must be kept at least six feet from the building. Lighter fluid may not be stored outside and gasoline may not be used to light charcoal fires. Coals must be disposed of in a suitable garbage container after they are completely cool. Do not dump the coals on the ground. Residents may store small grills outside their doors; large grills must be stored at the end of the building.

Residents are expected to follow all local ordinances regarding building cooking fires.

## Pets

Residents may keep fish in their rooms provided these fish are kept in a healthy living environment. Tank size is limited to a maximum of 10 gallons. No other pets of any kind, including frogs and turtles are allowed anywhere on the complex including in vehicles at any time. This includes pets belonging to residents' guests. Pet sitting is not permitted.

## Public Area Posting

### GUIDELINES

#### Posters and fliers

1. The poster/flier is approved by the Office of Residential Life prior to posting.
2. Materials are removed two weeks after posting unless the resident requests an extension. In case of an extension, all material is re-dated by the Office of Residential Life prior to posting.
3. No materials promoting or displaying any alcohol, alcohol manufacturer, or substance abuse product may be posted any time.
4. Nothing, including banners and signs, may be attached to the exterior of Complex buildings



## Restriction of Business Practice or Advertisement

Unauthorized selling and soliciting in the complex is prohibited. To report such activity occurs, call the Vrooman Front Desk or the [Illinois State University Police Department](#), 309-438-8631. Any advertisement of commercial items must be approved by University Housing Services. Residents may not carry on any organized business for remunerative purposes from the apartments.

## Smoke and Tobacco-Free Campus Policy

[Smoking and tobacco use is prohibited on campus](#), including University apartments. This includes the use of vaporizer pens and other electronic cigarettes. For more information, view the University's policy on smoking and tobacco use.

## Subleasing Guidelines

Subleasing is not allowed under any circumstances in University Housing Apartments.

# Safety

## Emergency Equipment

Intentionally or unintentionally tampering with, damaging, or inhibiting the use of emergency equipment in the apartment complex is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, sprinklers, heat and smoke detectors, fire hoses or water lines, public address systems, emergency exit doors, fire doors, exit lights or panels, or any other emergency equipment.

Violations of this policy are considered serious and can result in severe consequences. Individuals violating this policy may be billed for any repair costs. In addition, the Illinois State University Police Department may pursue criminal charges.

## Harassment Policy

Illinois State University is committed to non-discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam Era in all programs, activities, and employment practices for students and employees.

University Housing Services (UHS) and Illinois State University neither condone nor accept harassment, discrimination and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Should University Housing Services have evidence that an individual has harassed another student or group of students in the apartment complex or the residence halls, the harasser may be relocated or removed completely from all apartments and residence halls at the discretion of University Housing Staff. The case will be referred to the [Office of Equal Opportunity and Access](#) and [Student Conduct and Conflict Resolution](#) as necessary.

Harassment can be:

- Verbal, nonverbal, or physical
- Exclusion based upon personal or group differences

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- Intimidation or humiliation based on personal or group differences
- Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes
- Any subtle or direct references based on race, sex, age, disability, sexual orientation, national origin, or religion which demean, exclude, intimidate, or adversely affect an individual(s)
- Unsolicited e-mail or telephone calls containing abusive language and/or threats which cause discomfort or are derogatory or sexual in nature
- Unsolicited, deliberate or repeated sexually derogatory statements, gestures or physical contact which are objectionable to the recipient and which cause discomfort or humiliation
- Pressure from a person of either sex against a person of the opposite or same sex
- Unwelcome sexual behavior or words including demands for sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status
- Conduct that is criminal in nature such as rape, sexual assault, stalking, dating violence, domestic violence and similar offenses

## REPORTING OF HARASSMENT

Those individuals who feel they have, in any way, been harassed or witnessed another individual/group being harassed should promptly contact the [Illinois State University Police Department](#) at 309-438-8631 or the [Office of Equal Opportunity and Access](#) at 438-3383 to investigate the possibility of criminal and/or other prosecution. [University Housing Staff](#) may assist an individual in contacting these departments. In accordance with the Code of Student Conduct, referrals will be made to Student Conduct and Conflict Resolution as necessary.

Review the [University Policy & Procedures](#) and the [Code of Student Conduct](#) for a thorough description of the [University's Anti-Harassment Policy](#) and the details for the procedures for reporting harassment.

## Room Inspection, Entry and Search

The University reserves a reasonable right of entry into your apartment, including personal and shared living spaces to assure proper maintenance and repair, to provide for the health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a statute, University Housing policy or University regulation is occurring within your room. In cases where students are not present at the time of entry, staff will not search through personal belongings but will refer any policy violation that is in plain sight to the disciplinary process. Staff will immediately remove any items considered health or safety violations. Possible retrieval of these items will require meeting with University Housing Staff members. Staff members do not inspect each room when the building is evacuated due to fire alarm.

University Housing Staff will enter your room during Fall Break, Winter Break, Spring Break and Summer Break. The reason for checking each room is to ensure that room windows are secured electrical outlets are unplugged, that trash is emptied and for other building concerns. See a University Housing Staff member should you have any questions.

## Room Occupancy Limits

No individual or group of individuals may position themselves or any object so that free movement to an exit is restricted or blocked. Therefore, gatherings of parties in student rooms, apartments, lounges or other public residence hall areas are permitted only under the following limits: The maximum number of persons permitted to assemble in a University Housing Services: Fell and School Street Apartments

student room is determined by the square footage of an area that contains furniture. This formula is based on local fire and safety codes.

## Room Window Policy

Residents may not remove the screens from their room window or other apartment complex window(s) at any time. Residents are not allowed to stand upon any structure(s) in front of any window (example: heating units, crates, and books). Residents may not lean against any window within the apartment complex.

No objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any apartment complex window.

University Housing Services will hold the resident(s) of the room in which a violation of this policy has occurred responsible and will fine the resident(s) \$200 for each violation (i.e., \$200 for screen removal and \$200 for objects being thrown out of the window if the resident(s) are in violation of both). Window stickers outlining these fines are posted on every apartment room window. Removing, defacing, or damaging these window stickers or damaging or removing window screens is prohibited. Any damage to windows, screens, and/or the surrounding areas should be reported to a University Housing Staff member immediately so that repairs can be made. University Housing Services prohibits posting of any materials on either side of the apartment complex windows or that in anyway hinders exit or view through the windows.

## Sexual Assault Policy

Illinois State University and University Housing Services are committed to maintaining a comfortable learning environment for the continued intellectual and social development of its students. Survivors of sexual assault will be provided an array of services to support continued progress on academic and career goals. Student victims/survivors of sexual assault may request assistance in changing their room assignment if they live in the hall or area of campus of the perpetrator. Upon request, University Housing Staff will review available options with the student and coordinate a room change if such changes are reasonable and available.

Review the [University Policy & Procedures](#) and the [Code of Student Conduct](#) for a thorough description of the [University's Sexual Assault/Abuse Policy](#) and the details for the procedures for reporting harassment.

For additional information, contact a [University Housing Staff member](#), [Student Conduct and Conflict Resolution](#), the [Illinois State University Police Department](#), the [Office of Equal Opportunity and Access](#), [Title IX](#) or [Sexual Assault Survivor Services](#).

## Weapons Policy

In accordance with Illinois State Law, the possession and/or use of a weapon, as classified by the State of Illinois, is prohibited on any University property or at any University function. Therefore, these items categorized as weapons, as well as any item that resembles a weapon, a knife with a blade greater than three inches in length, explosive devices, or instruments used to simulate a weapon, are prohibited within any University Housing Services residence hall or apartment complex. Consequently, the penalties for possession and/or use may be severe.

Individuals violating this policy may be subject to relocation to another residential building, cancellation of their housing contract, and/or suspension from the University following guidelines outlined in the [Code of Student Conduct](#).

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In addition, the Illinois State University Police Department may pursue criminal charges. Review the [University Policy & Procedures](#) and the [Code of Student Conduct](#) for a thorough description of the [University Concealed Carry and Prohibited Weapons Policy](#).

If anyone has information about any individual possessing and/or using weapons within University Housing Services apartment complex or residence halls, [University Housing Staff](#) and the [Illinois State University Police Department](#) should be contacted immediately.

## Procedures

### Fire Procedure

If the smoke detector activates in your apartment:

- Check the apartment for smoke or actual fire. Should no smoke or fire be present, call the University Housing Office at 309 438-8611 during business hours or the Vrooman Front Desk at 309-438-9267 if it is outside of business hours.
- If there is an actual fire, or if smoke is present, evacuate all apartment occupants to the outside area. Move a safe distance away from the building (across the street) to allow access to emergency personnel.
- In case of an actual fire, warn the neighboring apartments that are along your path of evacuation.
- From the nearest available phone, dial 911. State your name, apartment complex, apartment number, and that the smoke detector is sounding in your apartment.
- Contact University Housing Staff at Vrooman Front Desk at 309-438-9267.
- Be available to the Fire Department to direct them to your apartment and answer any questions.
- Do not attempt to extinguish the fire.
- All occupants should remain outside the building until the Fire Department and University Staff determine that it is safe to re-enter the building.

If you hear a smoke detector alarm coming from another apartment:

- Should the smoke detector sound in a vacant (unoccupied) apartment, dial 911. State your name, apartment complex, and apartment number where the smoke detector is sounding.
- If the smoke detector is sounding in an occupied apartment, check the apartment by banging on the door or walls, by yelling, etc. to determine whether the occupants are home or have evacuated the apartment. Then find the closest phone and dial 911. State your name, apartment complex and the apartment number, and where the fire alarm is sounding.
- Evacuate the building, warning the neighboring apartments that are along your path of evacuation.
- Move a safe distance away (across the street or drive), so you will not be in the way of the Fire Department.
- Contact University Housing Staff at 309-438-9267.
- Be available to the Fire Department to direct them to the affected apartment and answer any questions.
- All occupants should remain outside the building until the Fire Department and University Staff determines it is safe to reenter the building.

### Illness and Injury Procedure

If a resident is sick or hurt and needs help, they may contact any of the following for assistance:

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- Any [University Housing Staff](#) member
- The Vrooman Front desk (309-438-9267)
- Student Health Service (309-438-8655)
- The University Police Department (309-438-8631)
- Emergency Services (911)

## Tornado Procedure

Instructions to receive emergency and warning alerts are located on the [Campus Safety and Security website](#).

A Tornado Watch will be issued by the [National Weather Service](#) when atmospheric conditions are such that a tornado could develop in the McLean County Area. During a Tornado Watch, residents should be aware of changing weather conditions and should be prepared to move to a place of safety if the Tornado Watch should be upgraded to a Tornado Warning. For help in identifying Tornado Shelter locations in building, contact [University Housing Staff](#) or [Environmental Health and Safety](#). Residents should monitor weather alert radios, local TV and radio stations for the most up to date information. Numerous services are available to alert mobile devices. Contact Environmental Health and Safety for more information.

A Tornado Warning will be used by the National Weather Service when a tornado has been spotted or when Doppler radar shows thunderstorm circulation which can spawn a tornado. In the event a tornado is imminent to the Bloomington Normal Area the National Weather Service will issue a Tornado Warning for the Central McLean County area and the McLean County Emergency Management Agency will activate the community outdoor warning sirens. On campus a Tornado or Dangerous Storm alert will be issued via ISU Emergency Alert by the University Police Department. UPD will also issue a Tornado or Dangerous Storm alert for the campus when McLean County activates the community outdoor warning sirens or when radar or Emergency Services Spotters indicate a tornado is approaching close to the University and poses a threat to the University community. The steam whistle on the University Heating Plan will also sound during a Tornado or Dangerous Storm alert.

Note that a tornado warning may be issued for this or other areas of the county or state that may not directly affect the campus community. A Tornado or Dangerous Storm alert will be used by UPD only when a tornado or dangerous storm has been identified that may directly affect the campus community or when the Bloomington/Normal communities activate the community outdoor warning sirens.

Local radio stations with severe weather information:

<b>Radio Call Letters</b>	<b>Number</b>
WJBC-AM	(1230 on radio dial)
WBNQ-FM	(101.5 on radio dial)
WGTL-FM	(89.1 on radio dial)
WIHN-FM	(96.7 on radio dial)
WBWN-FM	(104.1 on radio dial)