

ILLINOIS STATE UNIVERSITY

# University Housing Policies: Cardinal Court

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## Accountability Standards

Any violation of university regulations or apartment 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

The exterior doors to Cardinal Court buildings are secured at all times. Residents use their Redbird ID card in order to gain access to their assigned building.

### KEYS AND IDENTIFICATION

University Housing Staff has the right to ask anyone entering or inside of the Cardinal Court 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 an 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 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

The possession or consumption of alcohol, regardless of age, is not allowed in University Housing Services Cardinal Court Complex or residence halls.

## Decorations in Public Areas

All decorations used in public areas must be made of fire-resistant materials. No public area decoration may hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures or exit signs.

## Doors

Postings on the inside of apartment and bedroom doors are limited to signs, posters, etc., which cover no more than 20% of the door.

Residents are permitted one University Housing Staff-issued door decoration per resident in the room on the outside of the door. Additionally, residents may not post, hang, or otherwise attach any material to the outside of their room door. Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasion, etc.) may request temporary exemption from their Cardinal Court Complex Coordinator stating the reason for the request and the duration of time for which the exemption is sought.

## Energy Conservation

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 Cardinal Court Complex. Cardinal Court 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.

## Elevators

There are elevators for student use in all Cardinal Court apartment buildings. If an elevator is intentionally damaged and the responsible person(s) cannot be identified, the repair costs are equally divided and billed to all residents of the building through proration.

University Housing Services is committed to preventing disruptive behavior such as this. University Housing 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 Cardinal Court Complex.

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

Some elevators are equipped with timing devices that keep the doors open for a short period. This helps to maximize elevator use. Never attempt to manually close or open elevator doors. This is dangerous and can cause serious damage to equipment.

If a person becomes stuck in an elevator, they should repeatedly sound the alarm, call out for assistance, and wait for service personnel to arrive. The elevator emergency equipment is to be used for emergencies only. Individuals who abuse such emergency equipment or who damage other elevator equipment will be billed for repair costs and may have criminal charges filed against them.

## 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 Cardinal Court 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.

### **GUEST REGISTRATION**

All guests must be registered by their host at all times. Guest registration is required 24 hours a day. Guests must provide a photo ID. Acceptable forms of identification are listed below. Guests and hosts will check in at the front desk of the building. Hosts must provide their Redbird ID Card. Guests will be issued a Guest Pass that they must keep on their person at all time. Guests must be escorted by their hosts at all times. Guests may not be left alone in a resident's room. A resident may have a maximum of three guests at a time.

Guests may stay for a maximum of 72 consecutive hours. A resident may only have a guest in the room, overnight or otherwise, if the roommate(s) are in complete voluntary agreement. Under no circumstances should a resident ever feel pressured into leaving their room because of a roommate(s) having a guest. Due to the possibility of visitation conflicts, overnight guests may not be registered for more than 72 consecutive hours in the same hall, nor may they stay for 72 consecutive hours more than once a month in the same hall or building.

### **ACCEPTABLE FORMS OF IDENTIFICATION**

Residents need their ISU Redbird cards. 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

### **SIGN-OUT PROCEDURE**

All guests must be checked out prior to leaving. Failure to checkout a guest properly may result in the loss of a guest registration privileges. The resident and guest must report to the front desk and present their guest pass. Guests need to be re-registered every 24 hours. Failure to re-register a guest may result in the loss of guest registration privileges.

## Mail Services

Cardinal Court mail service will not be responsible for any damage, loss, or delay regarding U.S. mail en route to or from the University and its addressee. Do not send cash through the mail.

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

- Any problems experienced with mail delivery should be reported to the Service Area Coordinator in for the area immediately.
- Mechanical problems with mailboxes should be reported to the hall desk. A work order can be filled out to have the mailbox fixed.
- Do not leave room keys in mailboxes.
- Once mail is placed in a student's mailbox, it can only be removed by the addressee.
- University Housing Staff can only remove mail from a mailbox for forwarding purposes when the addressee has moved.
- All mail requires postage.
- Residents may not apply stickers or decorations to mailboxes.

Incoming U.S. mail to students to Cardinal Court is delivered directly to the Community Center by the U.S. Post Office daily Monday through Saturday, except designated postal holidays. All mail should be addressed to resident as shown in the Move-In newsletter. Mailing address formats are also listed on the Mail Service Center website. The mailing address must include the room number. Do not include Illinois State University in the address.

Cardinal Court has five separate building names: Birch, Cypress, Dogwood, Evergreen, and Fir. The building name is an important part of the address and must be included on all correspondence.

### CAMPUS MAIL SERVICES

Campus Mail is correspondence that originates and has a destination on the Illinois State University Campus. If a resident would like to use Campus Mail Services, they should contact their Service Area Coordinator.

## Maintenance Requests

Residents in need of maintenance should fill out an online work order request located online at the [iService Desk website](#). Residents should provide specific information in the work order to facilitate an appropriate response. For emergency maintenance requests, residents should contact the Cardinal Court front desk.

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.

## Noise

### COURTESY HOURS

Courtesy hours are in effect 24 hours a day, seven days a week. If a resident requests a neighbor be quiet, the neighbor should be respectful of their request.

### GUIDELINES

1. Residents are asked to observe the academic interests and close quarters of the community.
2. Residents should not make or permit noise, which may be objectionable to other residents.
3. Simple behaviors can help to reduce unnecessary noise.
4. Residents should take off boots or heavy shoes when in the apartment;
5. Keep the volume on the stereo, TV, computer or radio at a reasonable level.
6. The placement of rugs on the floor can also significantly reduce the amount of noise between apartments.
7. While noise can be a problem, it is important to realize people make a certain amount of noise under normal circumstances. Residents should be aware and tolerant of individual differences in lifestyles and routines.
8. Remember there are neighbors above and below.
9. The best way of dealing with noise problems is for residents to get to know their neighbors in their community before a problem starts. Then, if a noise problem develops, it is easier to address the issue.
10. Should a problem with a neighbor persist, a resident may contact the Cardinal Court front desk or a member of University Housing Staff. A complaint may be filed with University Housing Staff if the noise problem cannot be worked out. Disturbance of the peace issues may require police involvement as well. Each complaint is reviewed and addressed accordingly.

### FINALS WEEK QUIET HOURS

Cardinal Court buildings remain open year round. During final examinations, residents must maintain behavior appropriate for finals week and consistent with Cardinal Court Complex and University regulations. Extended Quiet Hours (20-24 hours per day) go into effect during this week. During Finals week daily courtesy hours from 12-2 p.m. and 6-8 p.m.

Residents who violate quiet hours or other Cardinal Court Complex policies during this week may be required to move to another location wherever space is available. Residents committing serious or repeated violations may be required to vacate University Housing as soon as possible and/or no later than the end of the working day or equivalent. These actions may be taken administratively at the recommendation of University Housing Staff with the approval of the Associate Director of University Housing Services. Such action may be taken regardless of whether or not the individual has completed final examinations.

### MUSICAL INSTRUMENTS

Use of amplified musical instruments in the apartments is permitted between the hours of 10 a.m. and 7 p.m., seven days a week. Amplified music includes utilizing internal speakers (i.e., electronic keyboards) and those, which use external speakers (i.e., electric guitars). Musical instruments may be a source of disturbance, and residents may be asked to seek alternate practice areas should the disturbance affect the community. This request is considered a courtesy to other residents as stated under the Noise Policy.

## OUTDOOR SOUND AMPLIFICATION

The [University policy](#) concerning the use of sound amplification equipment states, in part, "individuals utilizing equipment for amplification should recognize the impact of the sound on those for whom the amplified material is not intended." After 7 p.m., individuals should use designated practice spaces and/or sound modules provided in each residential area.

Applying this consideration to the complex means that residents may use musical instruments in their rooms during designated hours. However, any amplification that is loud enough to be heard by individuals in other buildings infringes on the rights of residents of these buildings, the local community, classroom and office users, and others in the immediate vicinity and requires advanced approval from the Office of Residential Life.

## Noxious Odor

A noxious odor is any aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar or pipe smoke, incense, perfume, air freshening spray, wax warmers or large amounts of dirty laundry. When a noxious odor can be localized to a particular apartment/room, the resident(s) and/or guests of that apartment/room may be in violation of Cardinal Court Complex policy.

## Outdoor Grills

Outdoor grills are not permitted anywhere in the Cardinal Court Complex. Flammable grilling accessories such as propane and lighter fluid are also not permitted.

## 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 in apartments at any time. This includes pets belonging to residents' guests. Pet sitting is not permitted.

## Posting

Posters, fliers, and mailbox stuffers provide a means of communicating activities and events to residents. However, posters, fliers, and mailbox stuffers can be compared to junk mail in that the information/advertisement is not requested nor do some residents wish to receive it.

At present, there is no charge to student organizations or departments for these services.

## GUIDELINES

### Posters and fliers:

UHS allows Registered Student Organizations and university departments to post fliers and posters in designated public areas with the following stipulations:

1. The item being posted relates to events, announcements, services, or activities sponsored and sanctioned by Illinois State University or one of its departments or registered student organizations.

2. The poster/flier does not contain references to alcohol, tobacco, or illicit drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale, use, or promotion of alcohol, tobacco or other drugs.
3. The poster/flier does not contain profanity.
4. The poster/flier is printed on recycled paper and contains the recycling logo along with the statement "Printed on recycled paper."
5. The poster/flier contains the following statement: "If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice). Please allow sufficient time to arrange the accommodation."
6. The poster/flier does not exceed 400 square inches.
7. The poster/flier is approved by the Office of Residential Life prior to posting.
8. Items will be posted for one (1) week.
9. UHS is not responsible for items that are torn down or removed prematurely.

**Mailbox stuffers:**

UHS will stuff items in residents' mailboxes for Registered Student Organizations and university departments with the following stipulations:

1. The stuffer relates to events, announcements, services, or activities sponsored and sanctioned by Illinois State University or one of its departments or Registered Student Organizations.
2. The stuffer does not contain references to alcohol, tobacco, or other drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale or use of alcohol, tobacco or other drugs.
3. The stuffer does not contain profanity.
4. The stuffer is printed on recycled paper and contains the recycling logo along with the statement "Printed on recycled paper."
5. The stuffer contains the following statement: "If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voicemail). Please allow sufficient time to arrange the accommodation"
6. The stuffer is approved by the Office of Residential Life prior to distribution.
7. The stuffer does not contain references to privately owned entities competing for student housing (off-campus houses and apartments).

**Additional information**

- Posters and fliers may only be placed on designated bulletin boards.
- Posters and fliers may not be hung on the exterior of buildings, or on interior walls or windows.
- Allow adequate time for a poster/flier to be approved and posted, and for a stuffer to be approved and distributed to residents' mailboxes.
- UHS has priority for promoting and communicating its own programs, activities, services, etc. and, if necessary, may restrict the placement of posters and fliers due to space considerations.
- Allow adequate time for a poster/flier to be approved and posted, and for a stuffer to be approved and distributed to residents' mailboxes.

## Room Change

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 Cardinal Court 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 Cardinal Court Complex Coordinator with the building name and room number of the desired room. When all Cardinal Court 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 Cardinal Court Complex Coordinator are in direct violation of Cardinal Court Policy.

## Room Condition & Cleanliness

Cans and/or bottles may not be stored, collected, or used as decoration in a resident's room or apartment.

The accumulation of perishable items can cause pests, rodents, noxious odors, and cleaning fees. Perishable items refer to bottles and cans, food residue, drinks left out, dishes, or containers that food or drinks have been stored in.

An exception to this policy is the possession of a maximum of six cans for recycling. In such situations, the container must be emptied and rinsed out. Students are encouraged to empty bottles quickly and to remove them from their apartments.

## Smoke and Tobacco-Free Campus Policy

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

## Sports in the Complex

Residents may not engage in any sports or sports related activities within Cardinal Court Complex rooms, lounges, hallways, stairwells or other public areas. Playing sports in a confined area such as a hallway can lead to student injury and/or damage to private or University property.

## Sprinkler Systems

Every student room will be equipped with a fire sprinkler. The following are prohibited:

- Obstructing sprinklers in any way or direction
- Hanging any objects from sprinkler heads or covers
- Tampering with sprinkler heads or covers

Any damage to the sprinkler heads or water damage that is caused by a resident and/or their guest(s), whether deliberate or accidental, may be subject to disciplinary action including but not limited to fines, relocation, denial of university housing, as well as civil and criminal liability.

## Student Rooms

### FURNITURE

The shared bedrooms in Cardinal Court are equipped with beds that can be lofted. These lofts can be requested from the University and no other type of loft will be permitted. The use of cinder blocks is also prohibited. No items of furniture may be disassembled, removed from a resident's room, or placed on top of other furnishings at any time. Residents may not stack shelves, crates, or equipment on top of air convectors or in front of room windows. Residents may not remove University furniture from public areas for any use.

### DECORATIONS

Residents may not add attachments of any type to light fixtures, including paint, tissue paper, crepe paper, tinfoil or any other material. No materials, whether flammable or non-flammable, may be suspended from, attached to, or draped beneath the ceiling or sprinklers/fire suppression system. Any materials such as tinfoil, paper, cloth, paperboard, plastic, etc. used to cover the walls in student rooms must not exceed 20 percent of the aggregate wall area to which they are applied. Residents may not add any permanent fixtures, constructions or wallpaper to their rooms. This includes the use of borders and contact paper. The use of these cause damage to painted walls and will require repainting at the resident's expense. Only University window treatments may be used in students' rooms.

Holiday trees must be artificial to be approved for apartment use. Artificial trees are to be placed at least five feet from stoves, radiators, and other heat sources. The use of electric decorative holiday lights is restricted to "miniature lights" that are either "U.L." (Underwriter's Laboratory) or "F.M." (Factory Mutual) approved. Electric wiring shall not be used on metallic Holiday trees. Decorations violating this policy may be removed by University Housing Staff. Contact University Housing Staff for clarification.

### OPEN FLAME

Decorations with open flames (whether lit or unlit) such as candles, wick lamps, incense, wax warmers, etc. are prohibited in student rooms.

## Telephone Equipment

Student rooms are wired for landline phones, but service is not automatically provided. For an additional charge, students may choose to activate their line. In these cases, students must provide their own phone. A request can be made to Information Technology at Illinois State University via the [IT Help website](#).

## Trash

Residents must dispose of their garbage using the dumpsters located outside residential buildings.

## Safety

The following policies explain what the University will do in case of emergency and how students can protect themselves.

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

## Arson and Aggravated Arson, Bomb Threat, and Fireworks

The penalties for these actions are severe. The recommended sanction for such activities is suspension from the University. University Housing Services reserves the right to immediately remove anyone found violating this policy University Housing residential facilities. The University assumes that possession of fireworks implies intent to use them. The use of fireworks is dangerous and constitutes a serious fire hazard. In addition, the Illinois State University Police Department may pursue criminal charges. Refer to the [Code of Student Conduct](#) for more information.

## Emergency Equipment

Intentionally or unintentionally tampering with, damaging, or inhibiting the use of emergency equipment in Cardinal Court 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.

## Fire Alarms

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan any time a fire alarm sounds. Failure to abide by this directive will result in disciplinary sanctions. The penalties for setting off a false fire alarm are severe. Activating a sprinkler, whether accidental or deliberate, will cause the fire alarm to sound. The recommended sanction for such action is suspension from the University. University Housing Services reserves the right to immediately remove anyone found setting off false fire alarms University Housing residential facilities. In addition, the Illinois State University Police Department may pursue criminal charges.

## Harassment

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
- Intimidation or humiliation based on personal or group differences

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- 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.

## 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](#).

## Room Inspection, Entry and Search

The University reserves a reasonable right of entry into apartments, 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 Services policy or University regulation is

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occurring within the room/apartment. In cases where students are not present at the time of entry, University Housing Staff will not search through personal belongings but will refer any policy violation that is in plain sight to the disciplinary process. University Housing Staff will immediately remove any items considered health or safety violations. Possible retrieval of these items will require meeting with University Housing Staff members. University Housing Staff members do not inspect each room when the building is evacuated due to fire alarm.

University Housing Staff will enter rooms/apartments 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 with 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 student room is determined by the square footage of an area that contains furniture. This formula is based on local fire and safety codes.

## Weapons

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. 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](#).

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 apartments or residence halls, [University Housing Staff](#) and the [Illinois State University Police Department](#) should be contacted immediately.

## Window

Residents may not remove the screens from their room window or other Cardinal Court 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 Cardinal Court Complex.

No objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any apartment 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 Cardinal Court windows or that in anyway hinders exit or view through the windows.

## Procedures

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

### Fire Procedure

If there is fire or smoke, immediately call 911. When the Fire Department answers, residents should provide their name, the name of the building, the floor number or area of the building, and a description of the event. If the fire is in a resident's apartment, the resident should leave the apartment or room immediately and close the door. Pull the nearest fire alarm at the first opportunity and alert other occupants of the building and floor.

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan any time a fire alarm sounds. Failure to do so will result in a referral to the [Student Conduct and Conflict Resolution Office](#) and/or possible criminal prosecution.

Do not use the elevators if there is a fire. In the event of a fire alarm, first check the door. If the door is warm or hot to the touch, do not open it. If the hallway is filled with smoke and/or flames, stay in the apartment with the door closed. Seal spaces around the door with towels or sheets to keep smoke from entering the room. If smoke does enter the apartment or room, open one window slightly. Hang something noticeable out of the window such as a towel or sheet. Under these conditions only, the screen may be removed to indicate the location to the Fire Department personnel. If window cannot be opened or if the room does not have windows, remain close to the floor. The best breathing air will be 18 inches above the floor. Never break out a window unless it is necessary for survival.

It is the Community Assistant's responsibility to inform residents of these procedures at the first floor meeting and to answer any questions about evacuating the building. It is not their responsibility to knock on doors and ensure that everyone is off the floor in the event of a fire evacuation. They are instructed to assist the fire department with crowd control and other duties as assigned. See a University Housing Staff member with any questions.

In the event that a student is not able to follow standard evacuation procedures, they should contact the Residence Hall Coordinator to complete the Request for Evacuation Assistance Form. Instructions regarding evacuation procedures will be provided to the residents who complete this form.

### Illness and Injury Procedure

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

- Any [University Housing Staff](#) member
- The Cardinal Court Community Center desk (309-438-6008)
- Student Health Service (309-438-8655)

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- The Illinois State University Police Department (309-438-8631)
- Emergency Services (911)

## Tornado Procedure

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 the complex, 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](#).

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 Illinois State 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 Plant will also sound during a Tornado or Dangerous Storm alert.

Should a specific tornado warning for the campus be issued, University Housing Staff will inform residents of the situation and give evacuation instructions through the public address system. Students may hear the three short blasts signal which indicates severe weather conditions followed by a PA announcement with instructions. Residents are expected to follow the instructions, staying away from the top floors of the building. If the emergency is immediate, residents should move to a core area of the building that has close, supporting walls and no exterior windows or glass.

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)
WGLT-FM	(89.1 on radio dial)
WIHN-FM	(96.7 on radio dial)
WBWN-FM	(104.1 on radio dial)

University Housing Polices: Cardinal Court