THANK YOU FOR BEING A PART OF THE APARTMENT HOUSING COMMUNITY!

On behalf of University Housing, we would like to welcome new members of our community, greet old friends and neighbors and encourage you to read through the 2011 - 2012 University Housing Apartments Guidebook.

The University Housing Apartments Guidebook is an extension of your University Housing contract. It contains important information about University Housing policies, rules and regulations. The rules and regulations described herein must be followed in order to avoid a breach of your contract and the serious consequences that are a result of violations. In addition, this guidebook explains your rights and privileges as a member of the residential community.

Evergreen Terrace, Southern Hills and Elizabeth Apartments are culturally diverse areas with residents from over 50 countries. Living in the Apartment Housing community with neighbors from around the world offers both rewards and challenges. As neighbors to people of many different cultures, races, ages, religions, backgrounds and abilities, you and your family have a unique opportunity to participate in a truly multi-dimensional living environment. We encourage you to embrace this opportunity and to learn more about your new neighbors and friends.

If you are a new resident, reach out and introduce yourself. If you are a current resident, try to think of ways to make your new neighbors feel welcome and at home in our community. You’ll most likely find that you will enjoy the community even more after you get to better know your neighbors and when you attend community events.

Keep in mind that you are joining a community in which respect for the rights of others and civility are expected. We hope that you will be an active participant in a cooperative effort to accomplish this end.

Best wishes for a successful academic year:

University Housing Staff
I. ELIGIBILITY

Full-time SIUC students must meet eligibility requirements. No other adults or children, related or unrelated, are eligible to reside with you with the exception of subtenants (provided subtenant procedures are followed). Visitors must be registered in the Area Office and are restricted to two weeks.

Eligibility Requirements:

A. Evergreen Terrace

1. **Students with children** (eligible for two- or three-bedroom apartments). Parents with two to four children are eligible for the three-bedroom apartments. Parents with one to two children are eligible for two-bedroom apartments. A copy of each child’s Birth Certificate is required. Legal dependents must occupy the apartment for at least 20 days per month.

2. **Married students** (eligible for two-bedroom apartments). Married students must provide a certified copy of their Marriage License. Spouses must jointly occupy the apartment for at least 20 days per month.

3. **Domestic partner students** (eligible for two-bedroom apartments). Students who wish to be considered Domestic Partner students (same sex or opposite sex) must meet the following qualifications:
   • Are each other’s sole partner and intend to remain so indefinitely.
   • Are both at least 18 years of age.
   • Reside together in the same residence and intend to do so indefinitely.
   • Are not related by blood to a degree of closeness that would prohibit legal marriage.
   • Must jointly occupy the apartment at least 20 days per month. Domestic partner students who meet these qualifications and who wish to reside together at Evergreen Terrace must demonstrate joint responsibility for each other’s common welfare and shared financial obligations by demonstrating two of the following items:
     • Certified Birth Certificate of child(ren) with both domestic partners listed as parent.
     • Joint mortgage or lease.
     • Designation of domestic partner as beneficiary of life insurance, retirement death benefit or will.
     • Durable property and health care powers of attorney.
     • Joint ownership of a motor vehicle.
     • Joint checking or credit account.
     • Marriage certificate or equivalent legal documentation.

   *University Housing must be notified in writing immediately if there is a change in status as partners. In the event of a change, neither one is eligible to have or be a partner in residence for a six-month period following the change.*

4. **Single graduate students** (eligible for two-bedroom apartments). A subtenant is permitted in a two-bedroom apartment, provided subtenant procedures are followed.
B. **Southern Hills**
   A subtenant is permitted in a two-bedroom apartment, provided subtenant procedures are followed.
   1. **Single graduate students.**
   2. **Single undergraduate students**, age 24 or older.
   3. SIUC visiting faculty.

C. **Elizabeth Apartments**
   A subtenant is not permitted.
   1. **Single graduate students.**

D. **Subtenants**
   A subtenant must be a single graduate student of any age or single undergraduate student age 24 or older and must comply with credit hour requirements. A subtenant must be the same gender as the contract holder. A subtenant form must be completed by both students. Notify the Contracts Office immediately if a subtenant vacates. Housing charges will be billed to the contract holder.

E. **Credit Hour Requirements**
   1. Student must be enrolled full-time for the semester for which he/she applies.
   2. Undergraduates must complete a minimum of 24 hours and graduates 12 hours per year, including summer.

II. **RENTAL / ELECTRIC PAYMENTS**
   Housing charges will be billed to your University Bursar account at the beginning of each semester for the full semester. Summer semester is June and July. Fall semester is August through December. Spring semester is January through May.

   Your University Housing payments must be paid under the name and ID number on your University Housing contract. If you change your name or ID number, immediately notify the Contracts Office.

   **Evergreen Terrace:** Electricity charges for each month are billed separately to your Bursar account and are due upon receipt of your statement.

III. **CHECK-IN PROCEDURES**
   Contact the Area Office to make an appointment to check in. Elizabeth Apartments residents should check in at the Evergreen Terrace Area Office. The area office staff is available Monday - Friday, 9am - 4pm.

   Evergreen Terrace Area Office   618.453.5767
   Southern Hills Area Office   618.453.2201
   Elizabeth Apartments   618.453.5767

   The check-in process will take approximately 30-45 minutes to complete.
You will be issued keys and an inventory form stating the condition of the apartment and furnishings. You will be required to sign the form and will receive a personal copy.

An appointment with the Resident Manager within two weeks of check in is mandatory. Staff can answer questions you may have, discuss any problems in your apartment that need immediate attention and amend your check-in inventory, if necessary. This will avoid misunderstandings when you check out.

Do not drive on the lawn to unload your vehicle while checking in or at any time. Fines are $25+ for lawn damage.

IV. CHECK-OUT PROCEDURES
An Intent to Vacate is required. Intent to Vacate forms may be obtained at the Contracts Office, online at www.housing.siu.edu or at your Area Office.

The Intent to Vacate form gives us the date on which you intend to vacate the apartment. We rent apartments to other students based on the date listed on this form. Therefore, a penalty charge of two times the daily rate per day is assessed if you fail to check out and return the keys on or before this date. If your plans change, you may be able to cancel your Intent to Vacate if your apartment has not been recontracted. Cancellations are determined on an individual basis. Please note, some dates are not available as check-out days.

Residents who check out at the end of a semester are allowed to break the contract without penalty by completing an Intent to Vacate form during the appropriate Intent time period:
1. Residents may check out during the week following Summer semester if an Intent to Vacate is filed by July 15.
2. Residents may check out between December 1 and December 23 if an Intent to Vacate is filed by November 15.
3. Residents may check out in May and June if an Intent to Vacate is filed by April 15.

An early contract cancellation charge of $400 will be charged to all students who check out at any other time. Students who check out during the above dates without filing an Intent to Vacate will be charged $400.

Once you have filed an Intent to Vacate form, you will be mailed a letter detailing your charges and providing cleaning guidelines. Contact your Area Office to schedule your check-out appointment Monday - Friday, 9am - 4pm.

The check-out process is very similar to check-in. You and a staff member will inventory the apartment and furnishings, noting their condition on the inventory form. You will sign the form and receive a copy. Any pending charges for damages or cleaning will be listed on your copy of the check-out form and will be billed to your Bursar account.
A proper check-out consists of completing the check-out process with our staff, removing all of your personal belongings from the premises, returning the apartment and mailbox keys, removing and returning your parking decal(s) and signing the check-out form.

The apartment will be considered abandoned after three days following your Intent to Vacate date or your check-out appointment. An administrative check out will be processed. There is a $50 charge for Improper and Administrative check outs.

Any items left in the apartment will be disposed of and an additional charge will be assessed as follows:
- $10/bag for trash removal
- $25/item requiring two or more people to remove.
Please do not leave unwanted furniture in or by the trash dumpsters.

Do not drive on the lawn to load your vehicle while checking out or at any time. Fines are $25+ for lawn damage.

V. DISCIPLINE
When alleged violations occur, they may be reported by residents to the SIUC Department of Public Safety, the Resident Manager or to the University Housing Central Office.

The student, who is also responsible for misconduct by dependents, guests or visitors, will be notified in writing of alleged violations. This notification will include the following: 1. brief description of the incident, 2. the specific alleged violations and 3. a request for an appointment to meet with the Resident Manager, or an appointee, to discuss the situation.

The Resident Manager will privately meet with the student and/or the occupants of the apartment and review the circumstances of the situation in question. Mediation may be offered or a further investigation of the facts may occur if warranted. If it is determined by a preponderance of the evidence that the accused has violated a policy, administrative sanctions may be imposed.

Mediation: Mediation is a meeting between the accused, complainant and Resident Manager, who serves as a mediator. Mediation is a method of resolving complaints between parties, and may be offered as an alternative to more formal administrative procedures. Mediation is an option when a staff member, such as the Resident Manager, or an appointee, determines it is appropriate given the nature of the alleged violation, and the accused and complainant voluntarily agree to the mediation process. If the mediation process is successful, and all parties find it acceptable, a written agreement prepared by University Housing, will be submitted to the complainant and the accused. If not successful, or if mediation is not appropriate, the matter will be adjudicated in the manner noted earlier.
**Minor Offense:** A violation is generally considered minor when it is a first time violation. An offense is considered minor when it caused no serious injury, damage, or endangerment to persons or property. A minor offense may be handled informally by a process which entails a discussion between the resident and the Resident Manager or a written warning that the inappropriate behavior is expected to cease. It will also state that, if the offense is continued or repeated, the contract for the resident(s) involved may be cancelled.

**Serious Violations:** A violation is considered serious when it is an endangerment to other residents, persons and University Housing property. This includes, but is not limited to, any actions which are violations of federal, state, or local laws, or any University regulations. Continued repetition of a minor offense may cause it to be considered a serious violation. Serious violations include, but are not limited to such sanctions as written warnings, verbal warnings or immediate cancellation of contract.

University Housing reserves the right to immediately cancel an individual’s contract with twenty-four (24) hours written notice whenever staff believes that there is a preponderance of evidence indicating any of the following circumstances.

1. Behavior which significantly endangers life, limb or property;
2. Unlawful manufacture, delivery, purchase, possession with intent to deliver or possession of a controlled substance or illegal drug, on or about the leased premises;
3. The manufacture, possession, or use of explosives, flammable liquids, fireworks or firearms;
4. Violence (see VI. B)

Certain types of conduct may also be subject to civil or criminal prosecution. Such action does not preclude concurrent disciplinary action by the University, including actions based on violations of the University Housing Contract, or of the SIUC Student Conduct Code.

An appeal of an Administrative Sanction may be filed, by submitting a written appeal of the sanction to the Associate Director of Housing - Management. The Associate Director of Housing - Management will respond to the appeal in writing to the petitioner. This letter will either set aside the original sanction, or reaffirm it.

**In cases which proceed to Student Rights & Responsibilities:**

1. Formal Resolution

   Student Rights & Responsibilities will offer expeditious resolution of social misconduct originating within University Housing communities. Due process procedures are specified in the Student Conduct Code.
2. Appeals
Disciplinary sanctions, such as disciplinary probation, disciplinary suspension, and disciplinary expulsion are subject to appeal. The student resident shall have the option to appeal if the above sanctions have been issued.

3. Sanctions
Disciplinary sanctions pertain to students' interest in continuous enrollment at Southern Illinois University Carbondale. All sanctions are cumulative and records are kept for five years after students leave the University. Disciplinary files containing sanctions of suspension or expulsion are kept permanently.

VI. UNIVERSITY HOUSING POLICIES AND REGULATIONS

A. Overall Policies and Regulations
Residents are expected to be in compliance with all federal, state, local, and University laws, ordinances, and regulations on conduct, health, safety, and other matters concerning activities on or conditions of the leased premises, and surrounding commons areas.

B. Violence
University Housing is committed to maintaining an environment which is free from violence. This is a Serious Violation which includes, but is not limited to: physical assault, sexual assault or harassment, domestic violence, dating violence, stalking, threats, reckless endangerment to others, intimidation, and indecent exposure, whether against family members, visitors, or other residents. This includes acts conducted in person, by telephone or by computer:

C. Pets
University policy does not allow dogs (except support or guide dogs for disabled tenants), cats or other pets in Apartment Housing due to noise, health, sanitation and safety reasons. Visitors may not bring their pets with them. Violation of this policy could result in removal of the animal to the local humane shelter in addition to a fine. You may also jeopardize your residency by violating the pet policy. There will be no exceptions to the following policy:

Southern Hills and Elizabeth Apartments:
Fish are the only pets allowed. The maximum tank capacity is 20 gallons per apartment. There is no limit on the number of fish.

Evergreen Terrace:
1. Fish, hamsters, gerbils, parakeets, canaries and finches are the only pets allowed.
   - The maximum tank capacity for fish is 20 gallons per apartment. There is no limit on the number of fish.
   - There shall be only four birds or mammals per apartment, with a maximum of two cages/tanks per apartment. Maximum cage size shall not exceed 3 ft. length × 2 ft. width × 2 ft. height.
2. Pets must be kept in their cage at all times unless under the direct control of owner(s). Pets are not to be outside the apartment unless they are being transported in an appropriate cage or container. Pets are not allowed in hallways or stairwells. Pets found outside an apartment may be taken to the Jackson County Animal Shelter.

3. Apartments and cages must be kept clean of waste, debris and pests associated with pets.

4. Inhumane treatment of pets is a crime.

5. No pets are to be kept for purposes of research or food production.

6. Pet owners will be assessed for any damage caused by their pet(s) or for any charges incurred due to infestation of pests determined by the University to be caused by their pet.

7. Pet owners whose pets pose a risk of health and safety to another resident and those whose pets repeatedly disturb any other resident must remove them.

8. The University assumes no liability for the safety and well-being of pets and cannot be held liable for injured or diseased pets. Pet owners are fully responsible for the safety, health and well-being of their pets as well as the actions of their pets. Apartments containing pets will continue to be treated for pest control and it is the owner’s responsibility to protect the health of pets on the days of treatment.

D. Community Appearance

Please assist us in maintaining an attractive and safe community by observing the following policies:

1. Do not hang clothing, rugs or other items on the patios, balconies, trees or fences.

2. Do not store mops, brooms, indoor type furniture, recycling bins, bicycle parts, trash or other unsightly items on the patios, balconies, hallways and walkways or in the Evergreen Terrace hallway electrical closet.

3. Keep hallways and exterior walkways clean of debris of any kind. If University personnel must remove items from hallways or walkways, the residents will be fined $10 per item. If we are unable to identify a particular resident, each apartment may be charged. Items left on lawns, sidewalks, blocking doors or in public areas may be removed and held for a period of 24 hours, after which time they will be discarded.

4. All trash should be taken to the dumpsters daily and placed inside the dumpsters. Please remember to close the dumpster lids. It is recommended that adults either handle or supervise this activity because small children have difficulty reaching up to place trash in the dumpsters.

5. No sheds or other outside storage units are permitted on the property.

E. Noise

Noise is a frequent source of concern in any community living environment, but common courtesy and good communication among neighbors can help to prevent major problems. The apartments are not sound-proofed. You can expect to hear the sounds of water running, vacuum cleaners, babies crying, children playing, footsteps and televisions. Residents living in upstairs
Apartments may find it helpful to use rugs to help muffle the noise they produce. If you are bothered by noise, make certain your neighbor is aware of your concern. This is best done by speaking with your neighbor directly. If you cannot resolve a noise problem with a neighbor, contact your Resident Manager.

Residents are expected to observe general quiet hours between 10 pm and 8 am. Try to avoid the use of noisy appliances late at night, (such as blenders, washing machines, vacuum cleaners or sewing machines) when others are likely to be sleeping. Also, lower the volume on televisions and stereos.

Any prolonged or excessive noise or disturbance which interferes with the rights, comfort or convenience of other residents will be considered a violation of your contract. Repeated noise violations may result in cancellation of contract.

F. Cleanliness of Apartments
Residents are expected to maintain high standards of housekeeping and cleanliness in order to prevent insect infestations and rodent problems, reduce fire hazards, promote a healthy living environment and increase the longevity of the facilities. The apartments are expected to be kept clean and sanitary. Trash should not be placed in hallways, stairways, patios, storage rooms, or anywhere other than in the dumpsters.

Health and Safety inspections are conducted at least once each semester. You will be notified in writing at least 48 hours prior to a scheduled inspection. If unhealthy or unsafe conditions are found, you will receive written notice and be given 24 hours to correct problems. Please cooperate by maintaining your apartment appropriately and by responding immediately to any requests for improvements. Continued violations are grounds for contract cancellation.

G. Regulated/Restricted Items
1. The use of satellite dishes in Evergreen Terrace requires prior authorization from the Area Office. Satellite dishes are prohibited in Southern Hills and Elizabeth Apartments.
2. Washers and dryers may be used at Evergreen Terrace in downstairs apartments only when approved by the Area Office prior to their installation. They must be a smaller size than commercial units, or typical apartment units (110 volts only). There is an additional monthly charge of $10 per month.
3. Gasoline, propane tanks, flammable substances, fireworks, and explosives of any type, are prohibited in all apartments.
4. Possession or use of fireworks anywhere on University Housing grounds is prohibited and will result in disciplinary action.
5. The possession of firearms, ammunition, air guns, BB guns, or other weapons such as knives, swords, billy clubs, throwing stars, nun-chuks, water guns, stun guns, sling shots, etc. is prohibited. Individuals must contact the SIUC Department of Public Safety for permission to possess firearms or other weapons for hunting and sport.
6. Non-University locks, latches or similar devices may not be installed on any apartment entrance door or interior doors. Duplication of University Housing keys is prohibited.
7. Candles, incense, oil lamps and halogen lamps/bulbs are prohibited.
8. Motorized vehicles (mopeds, motorcycles, etc.) are not allowed in apartments. They must be registered with the SIUC Parking Division and stored in the appropriate parking lot location.
9. Waterbeds are prohibited in all areas.

H. Fire Safety
All members of the community are expected to be conscious of the welfare of others at all times and may not knowingly or recklessly set a fire, tamper with any fire alarm or fire safety device, falsely report a fire, or fail to report a fire. Any involvement with issues of this sort will result in the individual being referred to local law enforcement agencies and/or the office of Student Rights and Responsibilities.

To avoid a fire hazard, keep oil and grease from building up on your stove top and do not wrap the kitchen stove burner pans with aluminum foil or other coverings.

Use common safety precautions.
• Never leave the stove unattended.
• Be extra careful when cooking with oil, butter or other greasy foods that are highly flammable.
• Do not pour water on a grease fire. It reacts violently. Use baking soda or flour. There is also a fire extinguisher in your kitchen/dining room area.
• Double check that all dials on stoves are off when your cooking activities have ended.
• Barbeque grills: Charcoal should be saturated with water before placing in dumpster for disposal and never left in grassy areas or on streets.

What to do in case of a fire:
• Vacate immediately.
• Call 911.
• Notify your neighbors if there is the opportunity.

Should a fire occur in your apartment, your contract may be cancelled and you will be liable for damages.

I. Personal Property
Respect for the personal property of others is another community expectations. Misuse, abuse, theft or destruction of any property or possession of stolen property, whether such act is committed by a resident, family member or guests, may result in cancellation of contract and/or disciplinary action.
J. Smoking
Southern Illinois University Carbondale is a smoke-free campus. Smoking is not permitted in apartments, balconies, hallways, laundry rooms, commons areas or any area within 15 feet of University buildings.

K. Solicitation / Canvassing
University Housing strives to maintain an atmosphere conducive to study and academic pursuits while also providing a comfortable, safe and supportive living environment for residents, their spouses, domestic partners and children. Solicitation is not permitted. Canvassing is permitted, provided candidates have a canvassing permit, signed by the Associate Director of Housing - Education and Outreach.

If you are contacted by a solicitor, contact the Resident Manager or the SIUC Department of Public Safety.

L. Sustainability
SIUC University Housing is dedicated to protecting the environment, preserving natural resources, conserving energy and recycling. As a result, all residents are asked to conscientiously participate in energy conservation efforts available to them.

To help in these efforts, recycling trailers are located throughout Evergreen Terrace and Southern Hills. Please help the University reach its recycling goals by using these trailers for recyclable items. Your bins are not to be placed outside of the apartment or in the hallways. If University Housing personnel remove a recycling bin, there will be a $10 charge. Residents are also expected to refrain from unnecessarily polluting the environment. This includes, but is not limited to, depositing garbage anywhere other than in dumpsters, depositing recyclable items anywhere but in the appropriate containers or disposing of oil, grease, gasoline, or other automotive fluids on the grounds, in storm drains or in plumbing receptacles.

Your household size and lifestyle determines the amount of energy you use each month. The following energy saving tips are offered to help you reduce your energy usage:

1. Keep all windows and doors closed.
2. Adjust drapes and curtains to act as insulation (open on sunny days in winter, closed on sunny days in summer).
3. Decide on a temperature and leave the thermostat at that temperature. Adjusting the temperature regularly uses more energy than leaving it on a fixed temperature.
4. Never allow the room to fall below 65 degrees or rise above 85 degrees. Damage to your apartment and personal property can occur due to extremely cold or hot temperatures.
5. Report leaky faucets immediately. A leaky faucet can waste as much as 650 gallons of water a year.
6. Use the shower rather than the tub to save (5) five gallons of water each time you bathe (Evergreen Terrace and Elizabeth Apartments).
7. After taking a shower, close the bathroom door and use the exhaust fan to get rid of moisture in the bathroom.

8. Use the exhaust fan while cooking on the range.

9. Do not use the oven to heat your apartment. Oven heat will not circulate efficiently and you may damage the heating element.

10. Covered pots and pans retain heat, allowing you to cook at a lower setting.

11. Always turn the range OFF when not in use.

12. Electric skillets, crock pots, etc. use less energy than your electric range.

13. Thaw frozen foods in the refrigerator to decrease cooking time.

14. Do not set your freezer or refrigerator to run colder than necessary.

15. Evergreen Terrace Residents only: If you have a dishwasher, it is economical to run it only when you have a full load.

M. Parking

Parking is available for residents in three parking lots at Southern Hills, on both sides of the building at Elizabeth Apartments and in assigned lots at Evergreen Terrace. You will be informed of your parking location when you check in.

All resident vehicles must display both the SIUC and restricted University Housing parking decals. SIUC decals are purchased at Parking, Washington Square B, and must be purchased before a restricted decal will be issued from the Area Office. All decals expire each year on September 30. You, your spouse or your domestic partner must be enrolled full time for the Fall semester each year in order to be issued decals. Upon checking out, the restricted decal must be returned.

Replacement decals are available if you change cars. You must secure a new SIUC decal and provide the following before another restricted decal will be issued to you: 1) old decal or police report verifying loss due to accident or theft; 2) proof of ownership of new vehicle.

Married or domestic partner residents (and tenants and subtenants) may register two (2) four-wheel motor vehicles. Single residents may register only one (1) four-wheel vehicle and one (1) two-wheel motorized vehicle. All vehicles must be parked in designated locations.

Southern Hills: visitor parking spaces are marked. Only visitors (non-residents) are eligible to park in these spaces.

Evergreen Terrace: the second four-wheel vehicle will be issued an X decal for parking in the X end lots. Vehicles parked illegally may be towed.

Overnight visitors (after 2am) must obtain and properly display a guest parking permit. Guest permits may be obtained at Parking, Washington Square B, or at the SIUC Department of Public Safety, Washington Square A.
The parking lots at the Area Offices are to be used only for Area Office business or for residents using the laundry facilities.

Due to fire regulations, two-wheel vehicles cannot be parked on walkways, balconies, patios, under stairwells, inside buildings or at bicycle racks.

Several spaces at Evergreen Terrace and Southern Hills are designated for handicapped parking. Do not park in these locations unless you have a handicapped parking permit.

All vehicles must be drivable. Any vehicle found to be in junk condition (flat tires, on jacks or supports, etc.) or with an expired decal will be towed.

Do not use the parking lots to perform any repairs on your cars, including oil changes, due to the possibility of fluid leakage or injury to yourself due to traffic in the parking lots.

Vehicles may not be parked on or driven over the sidewalks or lawns for any reason at any time due to damage that could occur to the grounds. Violation of this policy will result in a $25+ fine, ticketing, towing and an additional assessment of charges for grounds repair.

N. Apartment Entry and Search Policies
A. Room/Apartment Entry
I. University Housing’s Policy on Apartment Entry
a. Conditions for Entry.
 Authorized staff (i.e., Resident Manager, Hall Director, or full-time Administrative Professional staff) are responsible for maintaining an environment conducive to learning in the community.

Apartment entries may occur under the following circumstances:
1. For the purpose of ensuring health and safety and preserving property.
2. When staff have reasonable cause to believe that conduct standards are being violated.
3. When emergency situations are evident.

b. Procedures for Apartment Entry.
A simple apartment entry will not involve a search: staff will not open residents’ drawers or tamper with their property. The Department of Public Safety will be contacted to take possession of any items in found in plain view which are illegal to possess on campus (such as illegal drugs, drug paraphernalia or firearms). Other items in plain view which are prohibited by University Housing or University policy may be confiscated by authorized staff.

1. No residents’ apartments will be entered without knocking. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide the occupant(s) with ample opportunity to open the door.
2. Staff will enter the apartments in the absence of the occupant(s) only when emergencies exist involving imminent danger to life, safety, health or property. If staff enters an apartment in the absence of its occupant(s), the occupant(s) will be notified afterward of the entry and of the reason for the entry.

3. Staff entering any given apartment will respect the privacy of the occupant(s).

4. Residents who feel that this policy on apartment entry has not been properly followed may file a written grievance with the Associate Director of University Housing - Management or designee. The grievance must be filed within five business days of the date of the entry.

5. Apartment occupants shall be informed of the reason for any apartment entry at the time of the entry if occupant(s) are available.

B. Apartment Search

I. University Housing’s Policy on Apartment Searches

a. Conditions for Apartment Searches.

Apartment searches may occur under the following circumstances:

1. Where the staff has reasonable cause to believe that conduct prohibited by law, University Housing guidelines or University policy or is occurring and poses a threat to health, safety or property.
   a. A search permit will be required from the Associate Director of University Housing - Management or designee. Copies of the search permit will be made available to the apartment occupant(s), the respective Resident Manager, the Associate Director - Management, Director of Housing, and the University’s legal counsel. In instances where apartment searches produce contraband, the staff conducting the search will contact the Department of Public Safety to confiscate such contraband.
   b. In instances where staff believes a serious crime is occurring, or evidence of such will be discovered, the Department of Public Safety will be notified and given the opportunity to investigate. Staff may proceed with an apartment search permit if DPS declines to investigate.

2. Emergency situations occasionally occur which make it necessary for a staff member to search an apartment for a particular item (i.e., a discarded sleeping pill bottle or a particular telephone number or address). In cases of emergency situations, verbal approval by the Associate Director of University Housing - Management or designee will suffice to conduct the search. A search permit must be completed after the search. Copies of such search permit shall be disseminated as indicated above and contraband found shall be handled as indicated above.

b. Procedures for Apartment Search

1. The Associate Director of University Housing - Management or designee must approve all apartment searches. Completed search permits are required to conduct apartment searches except in case of an immediate and clear emergency or danger to safety and health or property; in such
instances a verbal approval shall suffice.

2. If the Associate Director of University Housing - Management or designee determines, on the basis of the information provided, that reasonable cause exists to search a particular apartment, as search permit will be issued and will be presented by the authorized staff entering the apartment.

3. Apartment searches will typically be conducted with two staff members present.

4. The occupant(s) may be given the opportunity to open all drawers, luggage, etc., during the apartment search. In instances where the occupant(s) poses a threat to safety of staff conducting the search or generates a disturbance to prevent the search, the staff shall seek immediate assistance from the Department of Public Safety. The staff will continue to conduct the search with police officer(s) present. Should illicit behavior or contraband be evident, the staff conducting the search may seek assistance from the available police officer(s), who will confiscate the contraband.

5. Residents who feel that this policy on apartment search has not been properly followed, may file a written grievance with the Associate Director of University Housing - Management or designee. The grievance must be filed within five business days of the date of the apartment search.

VII. GENERAL GUIDELINES

A. Absences of Tenant

If you will be away for an extended period of time, you must notify your Area Office. It is advisable to also notify the postal carrier and paper carrier that you will be away and to ask that your mail and papers be held until your return. You may also contact the SIUC Department of Public Safety at 618.453.2381 to request a house watch.

Before leaving, please take the following steps:
1. Clean out the refrigerator.
2. Store non-perishable food items in sealed containers or wrap tightly.
3. Take out all garbage.
4. Adjust the air conditioning and/or heat appropriately. Do not allow the temperatures to get below 65 degrees or above 85 degrees.
5. Please remember that your rent is due even when you are away. Your apartment cannot be sublet, nor can anyone except your spouse, domestic partner, children or legal dependants reside in it while you are away.
6. Evergreen Terrace residents: Turn off the breaker switch to the water heater to save money on heating your water.

B. Air Conditioning

Running the air conditioner with windows and/or doors open puts a strain on the unit and is not cost-effective. Any resident found to be running an air conditioner with his or her window(s) and/or door(s) open will be subject to
a $25 fine and/or disciplinary actions.

**Evergreen Terrace:** Your apartment is equipped with central air conditioning. The electricity usage for running your unit is billed monthly. Please follow these steps to operate your air conditioning:

1. When changing a thermostat setting from HEAT to COOL, always put the switch in the OFF position, pause for two seconds and then move the lever to COOL. In the event of a power outage, move the thermostat setting to the OFF position. This will prevent damage when power is restored.
2. Set thermostat to the desired temperature.

**Southern Hills:** All apartments are equipped with either central air conditioning or wall units.

- **Buildings 400-1595**
  1. Turn the thermostat on the wall to COOL and AUTO.
  2. Set the desired temperature on the wall thermostat.
  3. When going from COOL to HEAT, set the wall thermostat to OFF and follow the heating instructions on listed under “Heat”.

- **Buildings 1600-1665**
  1. Turn the thermostat on the wall to the lowest setting in order to shut off the heat pump.
  2. Press the COOL button on your unit and the LOW or HIGH button as desired.

**C. Alterations to Apartments/Grounds**

Please do not make alterations to your apartment, building or the surrounding grounds. We do not permit the following:

1. Construction of any type on the grounds, including swing sets, swimming pools and other playground equipment.
2. Screws, nails, tape or tacks to hang items on walls.
3. Clotheslines or a satellite dish attached to trees, balconies, or any part of the building.
4. Storage sheds.
5. Radio or television antennas.
6. Gardens or flower beds on grounds outside the buildings. Garden plots may be available; contact your Area Office for information.
7. Lining shelves: The use of non-adhesive shelf paper is allowed on shelves in cabinets and on the bottom of drawers. Contact paper (with adhesive) is not allowed because it is extremely difficult to remove from the cabinets and shelves and because it attracts pests (cockroaches feed on it).

Fencing in the patios at Evergreen Terrace is permitted if the fence is ON the patio and no higher than three (3) feet. Fencing should be attractive. We reserve the right to request that unsightly fencing be removed.
D. Appliances
A range and a refrigerator are provided in your apartment.

Evergreen Terrace:
You must register any personally-owned portable dishwasher, portable clothes washer or apartment-sized dryer with the Area Office. Dryers may only be a 110 volt capacity. 220 volt capacity washers and dryers are not permitted. Housing staff will inspect your appliances to make sure they comply with size regulations. The monthly charge for a dishwasher or clothes washer is $10. This charge is for extra water usage. Please remember that portable units place a strain on the plumbing and that you will be held liable for any damages/repairs needed due to their use and overflows. Washers and dryers are permitted in downstairs apartments only.

E. Bicycles
Students must register bicycles with the Parking Office at Washington Square B. Please store your bicycles in the bicycle racks, in your apartment or on your patio or balcony. DO NOT chain bicycles to any exterior or interior portion of the building. We recommend that you always lock your bicycles when storing them anywhere outside your apartment. Bicycles left on the lawns interfere with mowing activities and could be damaged. Bicycles and tricycles are not allowed in the hallways or laundry rooms at any time.

Bicycle racks will be periodically cleaned out. Residents will be notified to remove unused items.

F. Boats, Trailers, Campers and Motorhomes
Storage of boats, trailers, campers and motor-homes is not permitted.

G. Children
There are many children living in our apartments. Please be alert when driving in the complex and comply with the 10 mile per hour (mph) speed limit.

We encourage parents to closely supervise children when they are outside and to refrain from leaving children unattended. We are required to report to appropriate authorities unattended children or children who have been placed in situations beyond their level of maturity and physical or mental abilities. Leaving children unattended may result in a Serious Violation and be grounds for contract cancellation.

Before and after school hours, the bus stops are very crowded. We suggest you accompany your child to and from the bus stop.

Several play areas are available in the complex. Children are not allowed to congregate, play, ride bicycles or skate in hallways, the laundry room or in the parking lots/streets.

Water guns and toys are prohibited at the Area Office and during Recreation
activities. These will be confiscated from children and will be returned only to a parent.

Participation in the Recreation Program is a privilege. Children should exhibit appropriate behavior at all times. We reserve the right to deny access to programs. The Recreation Program is not day care. A parent/guardian is required to be on site while children are participating in the programs.

Toys, bicycles, or other items found in the hallways, on the sidewalks or on the lawns will be removed by University personnel and held at the Area Office. A $10 fine will be assessed per item. Continued abuse may result in confiscation of said item(s).

H. Computer Facilities

Evergreen Terrace: A computer lab is located at 1945-1 Evergreen Terrace. Use of the computer room is restricted to Evergreen Terrace residents, with priority given to SIUC students. High school students may use the computers, but must surrender them to adult students as needed.

Absolutely no children under 13 are permitted in the computer room area. Hours of operation are posted on the door and are subject to change.

Southern Hills and Elizabeth Apartments: Residents may use the computer lab located at University Park in the lower level of Trueblood Hall or additional labs located throughout campus.

I. Damages and Repairs

University Housing is responsible for repairs resulting from normal wear and tear only. Costs for repairs due to resident accidents or negligence shall be determined by University Housing and Plant and Service Operations and charged to the residents.

1. Damage or vandalism to the hallways or buildings, including fire extinguishers, could result in all residents of the building being equally charged unless the person or persons responsible are reported.

2. Terms Non-Liability: University assumes no liability for loss due to damages. Damage claims are available at the Area Office. Claims are researched by Risk Management.

J. Decorating/Altering Apartment Decor

We understand your desire to personalize your new home; however, there are certain restrictions that you must adhere to:

1. Do not change any paint color. All apartments are painted in a neutral color.

2. Do not use nails, screws, tacks, tape or sticker-type wall hangers, as they will mar the wall surface and create additional repair work or painting when you check out. We suggest Command products or similar products, which are easily removed.
3. Do not use wallpaper, contact paper, mirror tiles or other similar adhesives on the walls.
4. Do not use double-sided tape, glue or tacks to install carpeting.
5. **You will be assessed charges for any damages.**

**K. Earthquakes**
Carbondale is located in an area which is seismically active. Most activity is too slight to be detected without special instruments, however, it is possible that we will experience a stronger shock some day.

In an earthquake, falling objects are the most common reason for injury. Therefore, if you are inside, get under a strong piece of furniture, such as a desk or a table. If you are outside, remain in an open area until the shock passes. Do not try to enter or leave a building during a shock.

**L. Extermination Service**
University Housing has a contract with an outside extermination company for routine extermination services. You will be given a monthly schedule when you check in.

1. In the event a “clean-out” (closets, cabinets, etc.) becomes necessary for treatment, all residents will be required to prepare their apartments. You will receive prior notification if this treatment is required.

2. If you or a family member have allergies that prevent the use of sprays and wish to be exempt from treatment, a written doctor’s statement must be provided.

3. If you are unable to participate due to illness, contact the Area Office and you will be rescheduled for the next treatment date.

4. The extermination company is required to notify area staff if residents do not comply with the “clean-out” requirements or if unsanitary conditions are found in apartments. Residents will be notified of these findings and given time to correct the violation. Non-compliance may result in contract cancellation.

5. Campuses are beginning to see a rise in the number of bed bug infestations. If you bring bed bugs into your apartment, you will be charged for extermination services and the cost of any SIUC furnishings that need to be replaced.

**M. Furnishings**
**Evergreen Terrace:** Your apartment is unfurnished, with the exception of a range and refrigerator. These appliances cannot be removed from the apartment.
Draperies and blinds are not provided; however, we do provide drapery rods. Please do not take these rods down or remove them. A charge will be assessed to you for the cost of re-hanging or replacing the rods. All floors are tile. Carpeting is not provided. If you use carpeting, do not use double-sided tape, tacks or glue when installing as it tends to damage the floor tile. You will be assessed charges for damages incurred.

We suggest you bring additional lamps for the living room and bedrooms as they do not have overhead lighting.

**Southern Hills**: Most apartments are furnished with basic living room, kitchen and bedroom furniture. The second bedroom is unfurnished. All floors are tile. Carpeting is not provided. If you use carpeting, do not use double-sided tape, tacks or glue when installing as it tends to damage the floor tile. You will be assessed charges for damages incurred. Draperies and rods are provided. The draperies provided have a neutral color backing on the side viewed from outside the building. Do not display anything in the window on the outside of the draperies or remove the draperies.

If you have a furnished apartment, no furnishings will be removed due to a shortage of storage locations.

**Elizabeth Apartments**: Your apartment is furnished with basic living room and kitchen furniture including a daybed. Window blinds are provided. Floors are carpet and tile. Furnishings may not be removed from the apartment.

**N. Garbage and Trash Removal**
For your convenience, trash dumpsters have been placed throughout the area. Please remember to close the dumpster lids. Because small children have difficulty carrying trash bags and placing them in the dumpsters, adults should handle or supervise this activity. Plastic bags should be used to cut down on odor problems and to avoid items being dropped between your apartment and the dumpster. Do not store trash on balconies, patios or in hallways, as this is a health and safety violation and will result in a $10 per item fine for removal by Area Office staff. Please help to keep your housing area litter and odor free.

**O. Grounds Maintenance**
Lawn mowing, trimming, leaf removal, etc. is performed by PSO employees. Please assist them by keeping all toys, bicycles, lawn furniture, etc. on your patio or balcony. The University is not responsible for any loss or damage to articles left on the grass. Items turned in to the Area Office will be held for 24 hours before being discarded.

Driving on grass is not permitted at any time. A $25 fine will be assessed with additional charges for grounds repair, if applicable.
P. **Heat**

**Evergreen Terrace:** Your apartment is equipped with a gas furnace. The charge for gas usage is included in your rent and the electricity usage for running the furnace fan is billed monthly. Please follow these steps to operate your furnace:

1. When changing a thermostat setting from **COOL** to **HEAT**, always put the switch in the **OFF** position, pause two seconds and then turn thermostat to **HEAT** and **AUTO**.
2. Set to desired temperature.
3. **NEVER** turn the heat completely **OFF** during cold weather while absent from your apartment for a long period of time. Water pipes may freeze or burst, leaving you liable for damages. Never let your temperature get below 65 degrees.

**Southern Hills:** There are two types of heating units in Southern Hills.

- **Buildings 400-1595 (Gas Furnaces)**
  1. Set the wall thermostat to **HEAT** and **AUTO**.
  2. Set the wall thermostat to the desired temperature.
  3. When going from **HEAT** to **COOL**, set the wall the thermostat to **OFF** and follow air conditioning instructions on page 15.

- **Buildings 1600-1665 (Hot Water Heat from Central Boilers)**
  1. Press the **HEAT** button on your unit and the **LOW** or **HIGH** button as desired.
  2. Set the wall thermostat to the desired temperature. The dial in the unit is the control for the air conditioning only.
  3. When going from **HEAT** to **COOL**, press the **OFF** button on the unit and follow air conditioning instructions on page 15.

**Elizabeth Apartments:**

1. Set the wall thermostat to the desired temperature.

Q. **Insurance**

Residents are encouraged to carry their own personal property insurance (renter’s insurance), as the University does not provide this type of insurance. University Housing makes every effort to ensure that buildings are in good condition. Nevertheless, electrical, heating and plumbing problems can occur. Residents must store valuable items on closet shelves or in other locations that will keep them off the floor. This will minimize the possibility of water damage, should a leak occur. **University Housing is not responsible for damages to residents’ property that result from water leaks or electrical problems.**

R. **Keys**

Residents may be charged up to $85 for lock changes. After hours charges will be considerably more. Contact your Area Office for more information.
S. Laundry Facilities

Evergreen Terrace and Southern Hills: Laundry rooms are located in Building 1902 at Evergreen Terrace and Building 400 at Southern Hills. Building hours are posted on the front door of the Area Office. If you need assistance during office hours in operating washers or dryers, contact the Area Office staff. Please report any problems with the machines immediately to the phone number listed in the laundry room or visit our website at www.housing.siu.edu and complete the Laundry Service Request, found under “MY Housing”, under “Laundry”.

Laundry View is available to Evergreen Terrace residents. At the “Laundry” link on the website you will find the availability of washers and dryers.

Elizabeth Apartments: A coin-operated washer and dryer are located on the lower level. In consideration of residents living directly above this level, please do not use these facilities before 8am or after 10pm.

Laundry carts must remain in the laundry rooms at all times. A fee of $100 will be assessed to residents who remove them.

As a courtesy to all residents, please do not leave clothes unattended in washers and dryers and remove clothes promptly when machines stop. University Housing assumes no responsibility for the loss of or damage to clothing.

Please remind your children that the laundry room is not a play area. Bicycles, roller skates, etc. should not be taken into the laundry room. Children are not allowed in the laundry room unsupervised.

Evergreen Terrace has a bathroom located adjacent to the laundry room. Your apartment key will unlock the door. Please help us keep this area clean.

T. Light Bulbs

All light bulbs in your apartment will be installed prior to your check-in appointment. Replacement of burned out bulbs is your responsibility. Hallway and exterior lights are changed by University craftsmen. Please notify the Area Office if hallway or exterior lights need to be replaced in your building.

U. Mail

Mail is delivered by the U. S. Postal Service. If you lose your mailbox key, please contact the Area Office for a lock change. There is a re-core charge for lost keys. Packages too large for the mailbox will be left at the Area Office by the Postal Service and may be picked up during regular office hours.

Evergreen Terrace: Mailboxes are located on the first floor hallway of each building.

Southern Hills: Mailboxes are located in four different locations. You will be informed of your mailbox location when you check in.

Elizabeth Apartments: Mailboxes are located on the east side of the building.
V. Maintenance Work Order Procedure

Normal routine upkeep of your apartment is your responsibility. All other maintenance and repair work is completed by craftsmen from PSO or by outside contractors. You will not be charged for repairs resulting from normal wear and tear; however, repairs for broken or damaged property may be charged to you.

For emergency repairs, please call your Area Office during office hours. After office hours, call one of the emergency numbers provided at check-in. After-hours employees are concerned with doing their best to serve you; however, most are students and enjoy limited time at home. Please remember this when you are calling after regular office hours and limit calls to emergencies only. Occurrences which are considered emergencies are:
1. No heat.
2. A plumbing leak or sewer stoppage that may cause damage to personal property or to University property.
3. No electricity.
4. Any condition which could cause a fire.
5. An odor of gas.

Please wait until regular office hours to contact your Area Office to request non-emergency maintenance repairs. The description of work needed should be clear and complete. This will help us give PSO complete information when your work order request is processed.

Non-emergency repairs are assigned based on availability of personnel and the other needs on the campus. For this reason, it may take several days or weeks to complete non-emergency repairs. Because of the uncertainty as to when repair work can be scheduled, it is not possible for repair people to make appointments. They will enter your apartment whether you are present or not. They will complete the requested work as quickly as possible, and will re-lock your apartment as they leave. If the repair work is completed when you are not present, a notice will be left on your door indicating the time the work was completed.

PLEASE NOTE: We recognize the diversity of our population and the fact that many of our residents remove their shoes before entering their apartments. Due to concerns regarding work related injuries, craftsmen are not expected to remove their shoes while performing repairs in your apartment.

W. Notices

Each apartment door has a clip to which Area Office personnel post notices. Please be sure your children understand the importance of giving this information to an adult. We consider this our official means of communication with you. Please keep your email address updated at the Area Office. You will also receive email notices from Housing.
Notices are routinely posted on bulletin boards in the buildings and laundry rooms. Emergency notifications will be posted in these locations as well.

Any questions about notices should be directed to the Area Office.

**X. Office Hours**

Area Office personnel are available during the following hours to assist you:

- **Monday - Friday**: 8am - 4:30pm
- **Weekends, Holidays, and Administrative closures**: CLOSED

Telephone numbers for reporting after-hours emergencies are posted at the Area Office and are provided when you check in.

**Y. Operating a Business**

Residents are not permitted to carry on any organized business for remunerative purposes from their apartments. No signs, advertisements or notices may be displayed on any part of the exterior or interior of the buildings or premises, nor may residents use their campus address for business purposes.

**Z. Pianos**

Pianos are permitted in ground floor apartments without basements ONLY in Evergreen Terrace and Southern Hills. Pianos are not permitted at Elizabeth Apartments. Please be very careful when moving them to avoid damage to the floor or hallway. Please be courteous of your neighbors when playing your piano and observe quiet hours. Giving piano lessons for leisure or remunerative purposes is not allowed.

**AA. Recreational Equipment**

The Recreation Office has recreational equipment available for use by residents for short periods of time. Contact the Recreation Office at Evergreen Terrace to determine availability and check-out procedures.

**BB. Security**

Your safety and security is of utmost importance to us. Your apartment is equipped with a solid core door, a deadbolt lock and a chain lock. Your security, however, begins with your own actions. Please be sure to lock your door and take your key with you. Doors found unlocked by University Housing or PSO personnel will be locked.

If you are locked out, University Housing staff will let you into your apartment. You will be required to show identification verifying that you are a resident of the apartment. There is a $25 charge for after-hours assistance with a lock-out.

If you lose an apartment key, storage key or mailbox key, the lock must be re-cored. Please contact the Area Office immediately so that your security and privacy are not threatened. You may be charged up to $85 for a re-core (more for after hours). No refunds can be given if you later find a lost key.
We suggest you follow these basic security steps:
1. Close and lock your entrance door at all times; use the chain lock before opening the door to anyone.
2. Lock your windows and the patio door and screen when you are gone or before retiring for the night. A board cut to the length of the windows and patio is suggested for added protection.
3. Report any suspicious persons to the SIUC Department of Public Safety at 618.453.3771.
4. Be suspicious of unexpected deliveries. If you are contacted by a solicitor, contact the SIUC Department of Public Safety or the University Housing Resident Manager.
5. Keep bicycles, children's toys and other items inside your apartment when not in use.
7. Carry personal property insurance. The University does not provide this type of insurance and is not liable for loss.

CC. Social Gatherings
Social and friendly gatherings of residents and their guests are encouraged. Evergreen Terrace has a community activity room located in Building 1902 that can be rented when regular programming activities are not in progress. Contact the Area Office regarding reservations and fees.

Please remember that you are responsible for the behavior of guests in your apartment. Keep noise levels at a minimum so as not to disturb your neighbors. Also discourage children from playing or running in the hallways.

DD. Space Changes
Space change applications are accepted in the Contracts Office, Washington Square D. One space change between areas will be allowed at no cost.

Space changes within the area are permitted by exception only. If an exception is granted, a $100 space change fee must be paid prior to the space change. Your University account must be current before a space change will be offered. There are no guarantees of space changing, selecting certain dates or selecting specific apartments. A two-day move is permitted at no charge. After two days, charges will be assessed for each day a student is contractually in two apartments, plus damages and/or cleaning charges, if applicable.

EE. Speed Limit/Speed Bumps
The speed limit is 10 mph at Evergreen Terrace and 20 mph at Southern Hills. Speed bumps have been installed on all streets in the complex in order to assure compliance with the speed limit. Please be alert for children in or beside the streets or parking lots.
FF. Stools, Showers and Sinks
The sewer system is sufficient to handle all normal drainage. Never flush food, grease, paper towels, facial tissues, disposable tampons, diapers, etc. down toilets, showers or sinks. You could be liable for plumbing repairs if this occurs. If your toilet overflows, lift the cover off the tank and push down the flapper to cover the hole on the bottom of the tank. Report overflowing and stopped up drains to the Area Office. It is recommended that you purchase and use a plunger before contacting the Area Office. In many instances, this can remedy the problem immediately.

GG. Severe Weather
During a tornado or severe weather conditions, your immediate action can save your life. The severe weather warning is a continual blast of the Civil Defense siren, lasting three to five minutes. Siren speakers are located at various areas around the campus, including one at Evergreen Terrace and one at Southern Hills. The siren is tested on the first Tuesday of each month at 10am.

If you hear the siren at any time other than the test time indicated above, you should:
1. Stay away from windows, doors and outside walls.
2. Protect your head.
3. First floor residents should go into the bathroom or bedroom closet and, if possible, use a mattress as cover.
4. Second floor residents who know their downstairs neighbors should make prior arrangements with them to go to their apartment during threatening weather. Evergreen Terrace second floor residents may go to the lower level interior hallway next to the storage closets as well. If you can’t get to the ground floor, go into your bathroom or bedroom closet and use a mattress as cover. Elizabeth Apartments residents should go to the laundry room located on the lower level.

Storm safety information is posted on the bulletin board in your building. Email and text message alerts are available by signing up on the SIUC Department of Public Safety website (http://dps.siu.edu/).

HH. Visitors
Overnight visitors must be registered at the Area Office and are limited to two weeks maximum. Be sure to obtain a visitor parking permit from Parking and to remind your visitors to park in designated spaces.

II. Water Faucets
Use of the exterior water faucets is prohibited.
2011 - 2012 CALENDAR

2011 Fall Semester
Semester Begins Mon., Aug. 22
Labor Day Holiday Mon., Sept. 5
Saluki Family Weekend Fri. - Sun., Sept. 23 - 25
Fall Break Sat., Oct. 8 - Tue., Oct. 11
Homecoming Sat., Oct. 15
Veterans Day Holiday Wed., Nov. 11
Thanksgiving Break Wed., Nov. 23 - Sun., Nov. 27
Final Examinations Mon. - Fri., Dec. 12 - 16
Winter Break Sat., Dec. 17 - Sun., Jan. 15

2012 Spring Semester
Martin Luther King Holiday Mon., Jan. 16
Semester Begins Tues., Jan. 17
Spring Break Sat., Mar. 10 - Sun., Mar. 18
Honor's Day Sun., Apr. 15
Final Examinations Mon. - Fri., May 7 - 11
Commencement Fri., May 11 & Sat., May 12
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# Directory Information

## Area Offices
- Elizabeth Apartments: 453.5767
- Evergreen Terrace: 453.5767
- Southern Hills: 453.2201

## Central Housing Office
- Contracts: 453.2301
- Accounts Receivable: 453.2301

## Family Housing
- Recreation Office: 453.7652
- Evergreen Terrace Activity Rm: 453.7652
- Evergreen Terrace Computer Lab: 453.3634

## Morris Library
- Hours Information: 453.2549
- Automated Directory: 453.2531
- Circulation Desk: 453.1455

## Phone, Cable & Internet Providers
- Verizon (telephone): 1.800.837.4966
- Mediacom (cable): 1.800.874.2924
- Shawnee Link (internet): 1.800.461.3956

## Reception Desks
- Mae Smith: 536.1110
- Neely Hall: 536.6488
- Schneider Hall: 536.6040
- University Hall: 536.0303
- Wall & Grand: 536.2014

## Emergency Phone Numbers
- Ambulance: 911
- Fire: 911
- SIUC Police (Emergency): 911
- SIUC Police (non-emergency): 453.3771
- 453.DPS1
- Counseling Center: 453.5371
- Dental Service Emergency: 536.2421
- Health Service: 453.3311
- Public Safety: 453.3771
- Wellness Center: 536.4441
- Suicide Hotline: 1.800.SUICIDE
- Poison Control: 1.800.222.1222

## Morris Library
- Hours Information: 453.2549
- Circulation Desk: 453.1455

## Information
- Campus (automated directory): 453.2121
- Student Center: 536.3351
- University: 0
- Campus Information Station: 536.4636
- Telecommunications: 453.5155
- Student Rights & Responsibilities: 536.2338
- Saluki 411: 618.453.SIUC (7482)

618 Area Code
(Unless otherwise noted)

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**University Housing**

Southern Illinois University Carbondale

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/ siuchousing

www.housing.siu.edu | housing@siu.edu