



RESIDENT HANDBOOK

July 1, 2017 - June 30, 2018

SIU SOUTHERN ILLINOIS UNIVERSITY
UNIVERSITY HOUSING
CARBONDALE

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WELCOME

We are pleased you are living on campus this year and hope you have an experience to last a lifetime. To provide a safe, welcoming and inclusive community we have created this *Resident Handbook*.

SCOPE

The *Resident Handbook* is an addendum to the University Housing contract. The policies and procedures listed in the *Resident Handbook* apply to the residence halls, apartments, commons areas and dining halls operated by SIU Carbondale University Housing. University Housing reserves the right to make changes to this document; including prohibited items, policies and procedures.

Residents should read and be familiar with the policies and procedures in the *Resident Handbook*, as they are held responsible for this information. Students are also responsible for adhering to the Student Conduct Code, online at <http://srr.siu.edu/student-conduct-code> and referenced throughout this publication, and for information provided on the University Housing website, online at <http://housing.siu.edu>.

Activities and items prohibited by law and violation of the Student Conduct Code or University Housing policy may result in criminal charges and/or disciplinary action as well as confiscation of items. Individuals who violate these guidelines are subject to disciplinary action and will be charged for any damages which result.

POLICY VS PROCEDURE

POLICY	PROCEDURE
guiding, principle, used to provide direction – helps to answer major operational issue(s)	operational process required to implement a policy – a series of steps to be followed as a consistent, repetitive approach to accomplish an end result
widespread application	narrow application
changes less frequently	prone to change
more general, usually expressed in broad terms	more specific, often stated in detail
statements of “what” and/or “why”	statements of “how,” “when” and/or sometimes “who”

I. Policies

A. Air Conditioning

- i. **Air Conditioning Usage:** Running the air conditioner with windows and/or doors open is not permitted. Residents doing so may be subject to a \$25 fine and/or disciplinary action.

B. Alcohol

Refer to the Student Code of Conduct at <http://srr.siu.edu/student-conduct-code> for a complete list of University policies regarding alcohol.

- i. **Intoxication:** Students requiring staff assistance and/or medical assistance due to their consumption of alcohol will be subject to disciplinary action.
- ii. **Location:** Alcohol is not permitted in the following residence halls: Mae Smith, Neely, Abbott, Bailey, Baldwin, Bowyer, Brown, Felts, Kellogg, Pierce, Smith, Steagall and Warren. Alcohol is permitted in Wall & Grand Apartments, Evergreen Terrace Apartments, Elizabeth Apartments and in designated junior/senior housing in University Hall for those residents who are of legal drinking age (21 years of age or older), provided the following guidelines are met.
- iii. **Consumption:** In areas where alcohol is permitted and when residents are of legal drinking age (21 years of age or older), alcohol may be consumed within the room, with the door closed. Alcohol may not be consumed in the presence of a minor, outside the apartment, on balconies/patios or in other public areas.
- iv. **Storage:** In areas where alcohol is permitted and when residents are of legal drinking age (21 years of age or older), alcohol may be stored in the refrigerator and cabinets. It may not be stored in a public location. Empty alcohol containers must be disposed of immediately.

C. Behavior

- i. **Pranks:** Individual or group behavior which leads to actual or potential harassment, accident or injury or damage to a person or property is not permitted. (2.3.6.2; 2.2.2; 2.3.5; 2.3.7; 2.4.1; 2.4.3 and 2.3.1.2)
- ii. **Inside Play:** Sports, horseplay, rough-housing, etc. are not allowed inside buildings.

D. Children

- i. **Visitation:** For visitation of children within non-family housing areas, see "Guests" and "Visitation."
- ii. **Mandated Reporting:** We are required to report unattended children or children who are in situations beyond their level of maturity and physical or mental abilities to appropriate authorities.
- iii. **Family Housing**

1. **Appropriate Play Areas:** Children may play in playgrounds; available within and adjacent to Evergreen Terrace; not in hallways, laundry rooms, parking lots, or streets.
2. **Programming Participation:** Participation in programs is a privilege. Children should exhibit appropriate behavior at all times. We reserve the right to restrict participation based on behavior.
3. **Supervision:** Children must be accompanied to and from bus stops. A parent/guardian is required to be on site while children are participating in programs.

E. Culinary & Nutrition Services

i. Dining Plan Access through Student ID Cards

1. **ID Requirement:** A valid SIU Carbondale ID Card (ID) is required in order to use a University Housing dining plan. Residents with a dining plan, but without their student ID will not be permitted into the dining hall unless they pay the guest meal price or return with their Student ID. An exception is made for lost ID's. See below.
2. **ID Usage Eligibility:** An ID may only be used by the person identified on the card.
3. **Lost ID:** If an ID card is lost, residents are responsible for misuse of their ID until it is

reported lost or stolen. A student who reports their card lost or stolen has 24 hours after reporting to replace their card. If the card is lost during a weekend or holiday, they have until 4pm on the following business day to replace their card. Ten reports of a lost card during an academic year will result in forfeiture of the 24 hour grace period. A photo ID may be used to enter the dining hall during this time period.

4. **ID Replacement/Reactivation:** Cards may be replaced or reactivated during regular business hours at the Student Center ID Card Office. Students may also reactivate their card through Saluki Net.
- ii. **Dining Plan Guest Passes:**
 1. **Quantity:** The Saluki Anytime dining plan includes six guest meal passes for the academic year.
 2. **Requirements:** The individual with the dining plan must be present for the guest pass to be used. The guest must have a photo ID.
 3. **Usage:** To use a guest meal pass, the student should notify the monitor (before they “swipe” their student ID card) that a guest meal pass will be used for the accompanying guest. The card holder and the guest will be required to sign in.
 4. **Expiration:** Guest meal passes must be used by the end of the academic year. They may not be carried over to the next academic year and are not eligible for any cash value.
 - iii. **Guest Meals:** Guests, students without a dining plan, and residents without their student ID card will pay the guest meal price for entry into the dining hall.
 - iv. **Prohibited Items/Fines:** The following items are prohibited. Dining violations may result in a \$25 fine for a first offense and a \$50 fine for each subsequent offense.
 1. **Bringing Prohibited Items into Dining Halls:** Outside food or drinks, shopping bags, basketballs, skateboards, hover boards, skates, large items and any other items designated by University Housing as prohibited are not permitted in dining halls.
 2. **Removing Items from Dining Halls:** Carrying dinnerware, utensils, equipment, food or drinks from the dining hall is not permitted – backpacks may be searched. (2.4.6.1)
 3. **Inappropriate Attire:** Entering a dining hall without proper attire is not permitted – shoes, shirts, pants/shorts/skirts, etc. are required. Clothing must fully cover undergarments.
 4. **Misusing an ID:**
 - a. Attempting to use another person’s ID for entry is prohibited. (2.4.6.3)
 - b. Allowing another person to attempt to use your ID is prohibited. (2.6.5)
 - c. Using or attempting to use a fraudulent ID is prohibited. (2.4.6.2 and 2.6.4)
 5. **Unacceptable Behavior:** Behaving in a manner that interferes with business; such as throwing food or making noise which makes it difficult for other students to engage in conversation, treating fellow patrons and staff without courtesy and respect, and cursing or otherwise using abusive language; is prohibited.
 6. **Amplified Sound:** Using electronic devices with amplified sound without the use of headphones is prohibited.
 - v. **Changes:** Hours and services are subject to change.
 - vi. **Expulsion/Bans:** University Housing reserves the right to ask patrons to leave the dining hall for violations of *Resident Handbook* policies. Further, University Housing reserves the right to temporarily or permanently ban students or guests from one or both dining halls for violations of *Resident Handbook* policy. A complete ban from dining halls may result in forfeiture of dining plan without refund.

F. Decorations

The following restrictions apply to decorations.

- i. **Safety:** Decorations must be nonflammable and should not hinder the exits.
- ii. **Damage/Alterations:** Decorations must not damage walls, floors, furniture, doors or woodwork. Alterations to your room, apartment, building or the surrounding grounds are not permitted. (2.4.1 and 2.4.7) Painting or wall-papering of rooms or furniture is not permitted. (2.5.2.2)
- iii. **Hanging Decorations:** Window decorations are prohibited. Nothing may be hung on the inside or outside of the windows. Nothing may be hung from the ceiling. At Wall & Grand Apartments, pictures, bulletin boards, etc. are only to be hung from the picture molding provided. Nothing is to be strung across the room. (2.5.2.2)
- iv. **Lights:** Outside string lights are not permitted. Cool touch mini-lights (decorative or novelty string lights) are permitted, following manufacturer's recommendations. String lights should not be plugged into each other.
- v. **Misc.:** Road signs, traffic cones and emergency lights are not permitted in rooms or apartments without proof of ownership.

G. Electrical Outlets

- i. **Cords and Splitters:** The use of extension cords and splitters is prohibited.
- ii. **Usage:** Outlets are limited to two items unless a surge protector is utilized.
- iii. **Protectors:** Surge protectors must be Underwriter's Laboratories (UL) approved. One surge protector may not be plugged into another surge protector.

H. Elevators

- i. **Tampering and Playing:** Tampering with elevator buttons or equipment, or playing with emergency call buttons or phones is prohibited. (2.5.2.3)
- ii. **Behavior:** Behavior that interferes with the normal operation of the elevator is prohibited (including but not limited to: tugging, pushing or pulling on elevator doors or jumping in the elevator). (2.3.7)

I. Eligibility

- i. Full-time SIU Carbondale students are eligible to reside in on-campus housing. With the exception of those listed below, no other residents are eligible to reside on campus:
 1. **Residence halls:** Single SIU Carbondale undergraduate and graduate students.
 2. **Wall & Grand Apartments:** Single SIU Carbondale sophomore, junior, senior and graduate students of any age and freshmen age 21 and older.
 3. **Elizabeth Apartments:** SIU Carbondale single graduate students only.
 4. **Evergreen Terrace**
 - a. **Family housing:** Residents and their spouses, domestic partners and children (under 18 years of age).
 - b. **Undergraduate housing:** Single undergraduate students, age 21 and older.
 - c. **Graduate housing:** Single graduate students and a subtenant. Subtenant must be a single graduate student and comply with credit hour requirements. A subtenant form must be completed by both students. Notify the area office immediately if a subtenant vacates. Housing charges will be billed to the contract holder.
- ii. **Apartment Housing Credit Hour Requirements**
 1. **Enrollment:** Student must be enrolled full-time for the semester for which he/she applies.
 2. **Credit Hours Completed:** Undergraduate students must complete a minimum of 24 hours and graduate students a minimum of 12 hours per year, including summer (if summer housing is available).
 3. **Summer Housing:** Residents of Evergreen Terrace and Elizabeth Apartments are permitted to remain in their apartments over summer without classes if credit hour requirements

have been met and the student has a completed contract for summer and for the following year.

J. Fire Safety and Equipment

- i. **Equipment:** Safety equipment includes sprinkler heads, smoke detectors, fire extinguishers, emergency phones/bells in elevators and pull stations. (2.5.2.2)
- ii. **Vacating Buildings:** Residents are required to vacate immediately whenever the fire alarm sounds. Failure to do so will result in criminal charges and/or disciplinary action. (2.5.1.4)
- iii. **Causing False Alarms:** Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of Federal and State laws, and may result in criminal charges, fines, disciplinary action and/or termination of a resident's University Housing contract. (2.9.4.2 and 2.5.2.2)
- iv. **Tampering:** Tampering includes but is not limited to removing the cover of the smoke detector, removing the batteries, disabling the unit, decorating the unit or covering the unit. (2.5.2.2)
- v. **Charges:** Costs associated with the activation of the system and/or damage caused from the activation of a sprinkler head or smoke detector is the responsibility of the resident(s) involved. This cost may not be limited to a single room, apartment, floor or hallway.

K. Gambling

- i. **Financial Gain:** Gambling and games of chance for financial gain are prohibited.

L. Grounds

- i. **Trash:** All trash should be placed inside the dumpsters or trash chutes under adult supervision (for areas with children). Close dumpster lids when finished. Clean up any trash or substance dropped. Do not store trash on balconies or patios.
- ii. **Out Buildings:** No personal sheds or other outside storage units are permitted on the property.
- iii. **Fencing:** Fencing in the patios at Evergreen Terrace is permitted if the fence is on the patio and no higher than three feet. Fencing should be attractive. We reserve the right to request that unsightly fencing be removed.
- iv. **Lawn Care:** Lawn mowing, trimming, leaf removal, etc. is performed by SIU employees. Keep toys, bicycles, lawn furniture, etc. on your patio or balcony.
- v. **Responsibility:** The University is not responsible for any loss or damage to articles left outside or unattended. Items turned in to the Area Office will be held for 24 hours before being discarded.

M. Guests & Visitation

i. General Guest

1. **Guest Definition:** A person is considered a guest if he/she is not a resident of the particular room, floor or building he/she is in.
2. **Guest Permission Parameters:** Residents are permitted guests within the following parameters:
 - a. Residents may have up to two guests at once.
 - b. Permission must be granted by the roommate(s) for a guest to be present. A resident may declare the room/common space off limits to guests.
 - c. Guests must be accompanied at all times. Unescorted guests will be required to leave the room, floor or building immediately.
 - d. Guests must possess an SIU ID or a valid government-issued ID (Driver's License, State ID Card, Military ID or Passport).
 - e. Mae Smith, Neely and University Hall residents are required to sign in guests.
 - f. Individuals who have been banned from the University or University Housing are not permitted as guests. (2.8.9)

3. **Guest Behavior:** Residents are responsible for the behavior of their guests at all times.
 - a. Residents are responsible for damages caused by guests.
 - b. Guests who are also SIU students may be charged for damages individually and are still accountable for the Student Conduct Code.
 4. **Keys/Fobs:** Residents may not loan any person their assigned key or fob. See “Keys/Fobs.”
- ii. **Overnight Guests**
 University Housing reserves the right to ban guests who fail to comply with this policy.
1. **Roommate Permission:** Prior permission for overnight guests must be obtained from the roommate(s).
 2. **Juveniles:** Prior permission for guests under the age of 18 must be obtained from the Hall Director.
 3. **Duration:**
 - a. **Residence Halls and Wall & Grand Apartments:** Guests, regardless of who their host is, are not allowed to visit for longer than 72 hours or three consecutive nights, twice per semester or more than six nights total per semester.
 - b. **Evergreen Terrace and Elizabeth Apartments:** Residents are not allowed to have guests more than 14 days per semester.
- iii. **Visitation**
1. **Privileges:** University Housing reserves the right to alter visitation privileges. This may include changing visitation hours or access during breaks or declaring certain rooms/apartments off-limits.

N. Identification

- i. **Proper Identification:** Proper identification must be presented upon request. If a student, the student ID card must be presented. Guests may present an SIU ID or a valid government-issued ID (Driver’s License, State ID Card, Military ID or Passport). (2.6.5 and 2.6.3)

O. Keys and Fobs

- i. **Number of Keys:** Single residents receive one key. Two apartment keys are issued to married couples, domestic partners, or families who have children age 13 or older, as well as a mailbox key.
- ii. **Copies:** Copies or duplication of SIU keys is prohibited.
- iii. **Loaning Keys:** Residents must not loan any person their assigned key or fob.
- iv. **Accidental Lock Outs:** Residents who lock themselves out of a room/apartment will be assessed a fee for staff unlocking the door. Lockout charges will be billed to the resident’s University account:
 1. First Lockout: Free
 2. Second lockout: \$10
 3. Each subsequent: \$25
- v. **Lost Keys/Re-Cores:** Residents who lose keys/fobs must report the loss immediately to the Area Office to have the lock re-cored. If the Area Office is closed, the resident must report the loss to the front desk, senior staff member, or after-hours emergency phone.
 1. **Re-Core Charges:**
 - a. Residence Halls: \$90
 - b. Wall & Grand Apartments: \$190
 - c. Evergreen Terrace and Elizabeth Apartments: Up to \$150
 - d. After hours charges will be higher.
 2. **Re-Core Cancellations:** Once a re-core has been called into Key Control, the re-core cannot be cancelled.

P. Noise

- i. **Noise:** Noise can be of concern in any community living environment, but common courtesy and good communication among neighbors can help to prevent major problems. Residents can expect to hear sounds from neighbors. Residents may use rugs to help muffle the noise they produce. Unresolved noise issues may be addressed to University Housing staff. 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.
 - ii. **Courtesy Hours:** "Courtesy Hours" are in effect at all times. This means residents are expected to act with courtesy at all times in regards to noise. Additional noise restrictions are imposed during "Quiet Hours", below. During "Courtesy Hours", residents are expected to:
 - 1. **Noise From Within Room/Apartment:** Refrain from making noise which can be heard more than two doors down the hallway in residence halls, between floors, or outside apartments.
 - 2. **Noise From Outside Room/Apartment:** Avoid excessive noise in the hallway, commons area or outside the building.
 - 3. **Designated Quiet Zones:** Understand that residential areas are designated quiet zones. Students should refrain from shouting, singing, chanting or otherwise creating a disturbance inside or outside the facilities, including amplified sound from vehicles. (2.6.7)
 - iii. **Quiet Hours:** "Quiet Hours" are in effect 10 p.m. - 7 a.m., daily. "Quiet Hours" have all of the same guidelines as "Courtesy Hours", with more stringent requirements because residents may be sleeping or studying. "Quiet Hours" may be adjusted during finals and the week prior to finals, as well as at the discretion of University Housing. During "Quiet Hours", residents are expected to:
 - 1. **Noise from Within Room/Apartment:** Refrain from making noise which can be heard directly outside the residence hall room or apartment.
 - 2. **Noise from Within Room/Apartment:** Lower the volume on televisions and stereos and avoid using noisy appliances (such as blenders, vacuum cleaners or sewing machines).
 - 3. **Crowd Noise:** Avoid large social gatherings.
- Q. Passive Participation (Knowingly Present)**
- i. **Obligation of Residents:** When a violation is occurring, residents are obligated to remove themselves from any situation and report to a Residence Life staff member. (2.9.2)
 - ii. **Violations:** Residents present during a violation of the *Resident Handbook* and/or the Student Conduct Code may be held responsible for that violation. (2.9.2)
- R. Patios, Lounges, and Lobbies**
- i. **Furniture:** Furniture from these areas is not to be taken into student rooms.
 - ii. **Activities:** Activities in these areas may not interfere with the normal operation of the desk or facility.
 - iii. **Posted Signage:** Residents/guests are expected to follow signage posted by building staff, i.e. capacity, noise, etc.
 - iv. **Hours:** University Housing reserves the right to designate hours for these areas.
 - v. **Clean Up:** Residents/guests are responsible for cleaning up after themselves when using these areas.
 - vi. **Storage:** Items may not be stored in lounges, lobbies, kitchens or common patio areas.
- S. Plumbing**
- i. **Normal Usage:** The sewer system is sufficient to handle all normal drainage. Do not flush food, grease, paper towels, facial tissues, disposable tampons, diapers, etc. down toilets, showers or sinks. You may be liable for plumbing repairs if this occurs.

- ii. **Overflowing Toilet:** 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. It is recommended you purchase a plunger to have available for overflowing or stopped up toilets. Try using your plunger before contacting the Area Office. If the situation is not resolved, report overflowing and stopped up toilets or drains to the Area Office.
- iii. **Bidets:** Bidets are not provided or permitted.

T. Prohibited Items

- i. **Right to Restrict Items:** University Housing reserves the right to limit or restrict items allowed on campus. Restricted items found on campus will be confiscated. Additional disciplinary action may be taken. A suggested packing list is available online at <http://housing.siu.edu/packinglist>. To request an evaluation of a new product for permission to bring to campus, contact the Central Housing Office at 618/453-2301.
- ii. **Prohibited/Permitted Items:**
 Unless otherwise stated, the items below are not permitted in University Housing. Additional items may be added or restricted at the discretion of University Housing.
 - 1. **Climate Control:** air conditioners and heaters
 - 2. **Cooking:**
 - a. **Prohibited Items:**
 - charcoal burners
 - deep fryers
 - electric skillets
 - charcoal and propane grills (residents may use SIU provided grills located in residential areas but must use self-lighting charcoal)
 - hot plates and hot pots
 - stoves (propane, butane and kerosene)
 - toasters or any item with an exposed coil or heating element (toasters are allowed in apartments with a kitchen)
 - NuWave ovens and cooktops
 - b. **Permitted Items:**
 - George Foreman type grills and Panini Presses without exposed heating coils or elements
 - One microwave per room is preferred, with a maximum of two per room allowed. There are no restrictions on wattage.
 - One refrigerator per residence hall room or apartment bedroom is preferred, with a maximum of two per residence hall room and one per apartment resident allowed. Refrigerators may be no more than 3.2 cubic feet.
 - 3. **Connectivity:** antennas, satellite dishes, short-wave radio transmitting equipment, splitters and wireless routers
 - 4. **Incendiary:** candles or anything with a wick, incense, fog and smoke machines (within the building), combustible materials and flammable liquids; including but not limited to: liquid lighter fluid, kerosene, engine fluid, solvents, gasoline and diesel fuel
 - 5. **Lighting:** black lights, halogen lamps, lava lamps, oil lamps and strobe lights
 - 6. **Miscellaneous:** liquid-filled balloons, subwoofers, waterbeds and water pillows, empty alcohol containers, washers/dryers, storage sheds, pools, playground equipment, non-university locks or latches, live trees, flower beds, gardens, dishwashers, contact paper,

clothes lines, pianos (pianos are permitted in Evergreen Terrace ground floor apartments without basements, provided resident doesn't damage floor/hallway when moving and observes quiet hours).

7. **Pets:** University policy does not permit any pets from residents or visitors unless otherwise listed below. Violation of this policy will result in immediate removal of the pet and may jeopardize the residents' residency. Allowed pets are listed below.
 - a. **Pets permitted in residence halls, Wall & Grand Apartments & Elizabeth Apartments**
 - Fish are the only pets permitted.
 - Up to two tanks with a maximum tank capacity of 20 gallons each are permitted per residence hall room or apartment.
 - Fish must be taken home over extended breaks. Fish tanks must be emptied and cleaned prior to departing for break.
 - b. **Pets permitted in Evergreen Terrace**
 - Fish, hamsters, gerbils, parakeets, canaries and finches are the only pets permitted.
 - Up to four birds or mammals per apartment are permitted.
 - Up to two cages or tanks with a maximum tank capacity each for fish of 20 gallons are permitted per apartment. Maximum cage size shall not exceed 3 ft.
 - Pets must be caged at all times unless under the direct control of owner(s). Pets are not to be outside of the apartment unless they are being transported in an appropriate cage or container from and to a vehicle. Pets found outside an apartment may be taken to the Jackson County Animal Shelter.
 - Apartments and cages must be kept clean of waste, debris and pests associated with pets.
 - c. **Liability and Safety**
 - The University assumes no liability for the safety and well-being of pets and cannot be held liable for injured or diseased pets.
 - Areas containing pets will continue to be treated for pest control as scheduled – it is the owner's responsibility to protect the health of pets on the days of treatment.
 - No pets are to be kept for purposes of research or food production.
 - Pet owners whose pets pose a risk of health and safety to another resident and those whose pets repeatedly disturb another resident must remove them.
8. **Weapons:** Ammunition, billy clubs or batons, bows and arrows, brass knuckles, firearms, fireworks, guns of any type (including air soft, CO2, BB, nerf, paintball, pellet, stun, toy, water), knives (blades over 3"), metal-tipped darts, nun-chuks, paintball markers, sling shots, swords and throwing stars
 - a. **Possession:** The possession of items listed above on University Housing grounds will result in disciplinary action and/or removal from University Housing.
 - b. **Use:** Items used as weapons will be treated as such.
 - c. **Storage:** Individuals wishing to store hunting and sports equipment of this nature should contact the Department of Public Safety for more information.

U. Smoking

- i. **Smoke-Free Campus:** SIU is a smoke-free campus. Smoking is prohibited on all university grounds. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs or other lighted smoking equipment. Vapor and e-cigarettes are also prohibited. Learn more at <http://smokefree.siu.edu>. (2.5.7)

V. Solicitation

- i. **Policy:** The University Housing Solicitation Policy is online at <http://housing.siu.edu/solicitation>. (2.6.6)
- ii. **Operating a Business:** Residents are not permitted to operate a business from their residence hall or apartment or elsewhere within University Housing. This includes direct sales companies such as Lia Sophia, Scentsy, Pampered Chef, Mary Kay, etc. (2.6.6)

W. Transportation

Transportation refers to motor vehicles, bicycles, scooters, skateboards, roller blades, roller skates, hover boards, etc. University Housing reserves the right to make changes to this list and add or include additional items. For information on parking, see "Parking".

- i. **Storage:**
 1. **Bicycles:** You may store bicycles on outside bicycle racks, in your room/apartment or on your patio or balcony. They may not be placed on convectors or hung from the ceiling, chained to buildings, fences or trees or left on lawns or in common areas. Lock your bicycles when storing them outside. Bicycle racks will be periodically cleaned out. Residents will be notified to remove unused items.
 2. **Motorcycles and Scooters:** Motorcycles or scooters, including electric scooters, are not permitted inside the building.
 3. **Trailers, Boats, Campers and Motorhomes:** On-campus storage of boats, trailers, campers and motor-homes is not permitted.
- ii. **Riding:**
 1. **In Buildings:** With the exception of accessibility devices or equipment, riding is prohibited inside buildings.
 2. **On Campus:** Bicycles and other non-vehicular transportation may be ridden on sidewalks but not streets.
 3. **Off-Campus:** Bicycles and other non-vehicular transportation should be ridden on streets but not sidewalks.
- iii. **Restrictions:**
 1. **Hover boards:** Hover boards are not permitted on campus.
- iv. **Registration of Non-Vehicular Transportation:** Bicycles and scooters must be registered with the Parking Division.
- v. **Removal:** Items in violation of this policy will be removed by the Department of Public Safety. University Housing is not responsible for damages.
- vi. **Condition of Vehicles:** 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. The parking lots may not be used to perform repairs on vehicles, including oil changes, due to the possibility of fluid leakage or injury.
- vii. **Driving:** Unless otherwise notified by the Department of Public Safety, vehicles may not be parked on or driven over the sidewalks or lawns for any reason at any time. Violation of this policy will result in a minimum of a \$25 fine, ticketing, towing and an additional assessment of charges for grounds repair.

X. Windows, Balconies/Patios, Awnings, and Roofs

1. **Storage:** Residents may not store any items on patios or balconies, in hallways or walkways, or in the Evergreen Terrace hallway electrical closet. Residents with patios or balconies may have patio furniture on their patio or balcony.
2. **Fines:** If University personnel must remove residents' 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.
3. **Discarding Property:** 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. **Unsafe Activities:**
 - a. **Hanging Items:** Residents are not permitted to hang any items from windows, patios, balconies, trees or fences.
 - b. **Dropping Items:** Residents may not drop any items from windows or balconies.
 - c. **Balconies:** Residents may not walk, sit, lean, climb or straddle railings on balconies. (2.5.2.3.4)
 - d. **Windows:** Residents may not use windows as an entrance/exit to the building except in an emergency situation.
 - e. **Window Locks:** Residents may not tamper with window locks or security mechanisms. (2.5.2.3)
 - f. **Screens:** Residents may not remove screens. (2.5.2.3.7)
 - g. **External Building Features:** Residents are not allowed on the awning, sunshade, ledge or roof of any building.

II. Procedures

A. Absence of Resident

- i. **Staff Notification:** Residence hall residents who will be away for longer than one week and apartment residents who will be away for a period longer than two weeks, should notify their resident assistant or area office.
- ii. **Mail/Newspaper Notification:** It is advisable to also notify the postal carrier and paper carrier.

B. Assignments

- i. **Rights:** University Housing has the right to change the assignment of a student; to deny room/apartment/roommate requests and changes; to consolidate vacancies; and to require a student to move from one room/apartment, residence hall or area to another.
- ii. **Designations:** University Housing has the right to change the designation of a room, apartment, floor or building and/or designate Overassigned temporary spaces when needed.
- iii. **Vacancies:**
 1. **Roommate:** Students in rooms with vacancies may receive a roommate at any time without prior consent.
 2. **Consolidation:** When consolidating vacancies, students will be given the option to buy the room as a single, find a roommate or move into another vacancy.
 3. **Charges:** Residents who fail to find a roommate or move to another vacancy will be charged the single room rate.

C. Breaks and Closing

- i. **Calendar:** The University Housing calendar is available online at <http://housing.siu.edu/calendar>.
- ii. **Information:** Residents are responsible for reading and complying with Closing Information. Information on closing and on breaks is available online at <http://housing.siu.edu/break>.

D. Building Access

- i. **Residence Halls and Wall & Grand Apartments:** Building exterior doors are locked at all times. Access is maintained through an electronic entry system or key for the building and traditional keys to the room. Residents are issued the key and fob at check in. Access is limited to the resident's assigned building. In buildings with a 24/7 desk operation, the student is also required to present his/her SIU ID card at the front desk.
- ii. **Evergreen Terrace and Elizabeth Apartments:** Apartment doors should be locked at all times.
- iii. **Guest Access:** See "Guests & Visitation".
- iv. **Search:** The University reserves the right to conduct a reasonable search of a student's backpack, bags, luggage, etc., without notice, in emergency situations, in cases of suspected or alleged violation of University policy or the law, or for such other purposes as are reasonably necessary to ensure the comfort, safety and protection of members of the University community.

E. Changing Rooms/Apartments

i. Rooms

1. **Timing:** Room changes may begin the second week of classes each semester.
2. **Consent:** Resident-initiated room changes require the consent of Residence Life staff.
3. **Room Change Requests:** Room change requests must be initiated in the Area Office and approved by Residence Life staff.
 - a. **Approval:** No resident is permitted to move until he/she has received an approved copy of the Contract Change Form.
 - b. **Moving Timeframe:** Once approved, students will have until the following Monday at 12 noon to complete the move.
 - c. **Exceeding Allowed Moving Timeframe:** After that, an improper check-out will be completed and the student will be charged \$50.
4. **Multiple Room Changes:** After two room changes have occurred, any subsequent changes will require the approval of the Assistant Director – Residence Life.

ii. Apartments

1. **Space Change:** Changing rooms within an apartment or to another apartment is considered a space change.
2. **Initiating Change:** To initiate a space change, contact your Area Office or University Housing Central Office, Student Services Building, 1263 Lincoln Drive, Carbondale, IL.
3. **Permitted Space Changes:** Space changes are permitted by exception only. If an exception is granted, a \$200 space change fee must be paid prior to space change.
 - a. **Account Balance:** Your University account must be current before a space change will be offered.
 - b. **Guarantees:** There are no guarantees of space changing, selecting certain dates or selecting specific apartments.
 - c. **Moving Timeframe:** A three-business-day move is permitted at no charge.
 - d. **Exceeding Allowed Moving Timeframe:** After three business days, charges will be assessed for each day a student is contractually in two spaces, plus damages and/or cleaning charges, if applicable.

F. Charges

- i. **Housing:** Housing charges will be billed to your University Bursar account at the beginning of each semester for the full semester.
 1. **Summer:** Summer semester is June and July.
 2. **Fall:** Fall semester is August through December.

3. **Spring:** Spring semester is January through May.
- ii. **Utilities:**
 1. **Residence Halls, Wall & Grand Apartments, and Elizabeth Apartments:** Utilities are included.
 2. **Evergreen Terrace:** Gas, water, trash and electric are combined into a single rate utility charge that is billed by semester to your Bursar account and are due upon receipt of your statement.
 - iii. **Space Usage:**
 1. **Room Usage:** Residents may occupy only their portion of the room.
 2. **Relocation of Belongings:** Residents occupying the entire space may have their belongings moved by University Housing staff. University Housing is not responsible for damages.

G. Checking Out

- i. **Proper Check-Out:** A proper check-out is required when vacating a room or apartment. Residents must make a check-out appointment with Residence Life staff. At this check-out appointment, the resident must be present, all personal property must be removed and the space must be clean. Keys/fobs and apartment parking decals will be turned in at this time. Failure to check out properly may result in charges.
- ii. **Intent to Vacate:** In addition to scheduling a proper check-out, Evergreen Terrace and Elizabeth Apartment residents must file an "Intent to Vacate", found online at <http://housing.siu.edu/forms>, at least one week prior to moving out of their apartment.
- iii. **Improper Check-Out:** Staff will attempt to personally contact the students who do not properly check-out and encourage them to complete the proper check-out. If the student does not complete a proper check-out, a \$50 improper check-out charge will be applied to the student's account and an abandoned property letter will be mailed to the student's address of record.
 1. **Abandoned Property:** Residents may be charged for any abandoned property. University Housing may, at its discretion and space permitting, store and maintain personal property left behind by the student for 30 days. The student may claim that property by contacting the SIU Carbondale University Housing Office of Residence Life. At the end of 30 days, all unclaimed property will be considered legally abandoned and will be auctioned, donated, or disposed of as the University sees fit. NOTE: Student property remaining in the room at the end of the contract term is considered abandoned and will be immediately auctioned, donated, or disposed of as the University sees fit.
- iv. **Keys/Fobs:** Residents who do not return keys/fobs will be charged replacement costs, listed below:
 1. **Residence Halls:** Up to \$90
 2. **Wall & Grand Apartments:** \$190
 3. **Evergreen Terrace and Elizabeth Apartments Door Keys:** \$45
 4. **Evergreen Terrace Mailbox Keys:** \$14
 5. **Elizabeth Apartments Mailbox Keys:** \$40
- v. **Contract Cancellations:** Residents who check out during the contract period will be assessed a cancellation charge. Students graduating mid-academic year and checking out at that time will not be assessed a cancellation charge.
- vi. **Requirement to Vacate:** Residents may be required to vacate their space within six hours after their last scheduled final exam. This information will be provided in closing information or in area postings and communications.
- vii. **Additional Charges:**

1. **Pending Charges:** 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.
2. **Evaluation of Damage for Charges:** Some charge amounts will not be known until Facilities staff has evaluated the damage(s).
3. **Disposal of Items Left Behind:** Any items left in the room/apartment will be disposed of and an additional charge will be assessed as follows: \$10 per bag for trash removal. \$25 per item requiring two or more people to remove.

H. Climate Control

i. Air Conditioning:

1. **Central Air:** All apartments and residence halls are equipped with central air conditioning.
2. **Fines:** Running the air conditioner with windows and/or doors open is not permitted. Residents doing so may be subject to a \$25 fine and/or disciplinary action.
3. **Operating AC:**
 - a. **Apartments**
 - Apartment temperatures are managed by individual units.
 - When changing a thermostat setting from HEAT to COOL, put the switch in the OFF position and pause for two seconds before moving the lever to COOL. Then set thermostat to the desired temperature.
 - In the event of a power outage, move the thermostat setting to the OFF position. This will prevent damage when power is restored.
 - b. **Residence Halls**
 - In most residence halls, a central chiller plant manages cold or heat air and the convectors in the rooms manage air flow. In University Hall, the temperature is managed by the individual units in the rooms.
 - It may take several days to a week to transition from heat to cool and cool to heat in areas where temperature is managed by the central chiller plant.

- ii. **Heat:** All apartments and residence halls are equipped with heat.

I. Communicating With Residents

- i. **Email:** SIU Carbondale and University Housing will send official notifications, including postal mail notifications, to residents' SIU email accounts. Residents are responsible for information sent through their SIU email account. Ensure email addresses are accurate.
- ii. **Door Postings:** Official communication is also posted to doors in Evergreen Terrace and Elizabeth Apartments. Residents should ensure children understand the importance of giving this information to an adult.
- iii. **Meetings:** Residents are responsible for all information discussed at house or area meetings. Residents unable to attend due to a conflict are responsible for following up with the Resident Assistant or other Residence Life staff.

J. Damages and Repairs

- i. **Normal Wear and Tear:** University Housing is responsible for repairs resulting from normal wear and tear only.
- ii. **Accidents and Negligence:** 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.
- iii. **Room/Apartment Damages:** Damages associated with a particular individual/room/apartment may be assessed at the time of the damage.
- iv. **Commons Area Damages:** Commons area damages; including the Wall & Grand Apartments

fountain, fire extinguishers, and hallways; are assessed each semester to all residents of a wing, floor, building, apartment or complex when responsibility cannot be determined.

- v. **Damage Charges:** A Standard Damage Charges chart is available online at <http://housing.siu.edu/damage>.
- vi. **Liability and Insurance:**
 - 1. **Liability:** University assumes no liability for loss due to damages.
 - 2. **Personal Property Insurance:** Residents are encouraged to carry their own personal property insurance (renter's insurance), as the University does not provide this type of insurance.
 - 3. **Damage:** University Housing makes every effort to ensure that buildings and systems are in good condition. Nevertheless, electrical, heating and plumbing problems can occur. Residents should 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 results from water leaks or electrical problems.*
 - 4. **Claims:** Extenuating circumstances may allow for a damage claim to be filed. Damage claim forms are available at the Area Offices.

K. Extermination Service

- i. **Treatment:** University Housing has a contract with an outside extermination company for extermination services. Residence halls are treated once annually, and on an as-needed basis. Apartments are treated monthly. An extermination schedule is available at the area office.
- ii. **Reporting Pests:** Residents should report any pest problems immediately through the online room repairs program.
- iii. **Preparing for Treatment:** Residents will be given notification and are expected to prepare the room/apartment as instructed when clean-out (closets, cabinets, etc.) becomes necessary for treatment.
- iv. **Resident Non-Compliance:** The extermination company will notify staff if residents do not comply with a clean-out request and of unsanitary conditions. See "Health and Safety" under policies. Residents will be notified of these findings and given time to correct the violation. Non-compliance can result in contract termination.
- v. **Allergies:** Residents with allergies that prevent the use of sprays may be exempt from treatment upon submission of a written doctor's statement to the area office.
- vi. **Illness:** Residents unable to participate due to illness should contact the Area Office and will be rescheduled for the next treatment date.
- vii. **Bed Bugs:** 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 SIU Carbondale furnishings that need to be replaced. Apartment mattresses must have bed bug covers. Covers can be purchased online, at local retailers and at the Evergreen Terrace Area Office. During Health and Safety Inspections, mattress will be checked for the cover. Residents not in compliance will be fined \$25 per week until in compliance. Mattresses infested with bed bugs must be placed in dumpsters and are replaced at the owner's expense.

L. Furnishings

- i. **Provided Furnishings:** A list of what's included in each area is available online.
- ii. **Inventory:** The condition of the room and furnishings will be inventoried before your arrival. Discrepancies must be reported to University Housing Residence Life staff within 48 hours of move-in. Residents are responsible for any loss or damage beyond wear and tear (see "Damages").
- iii. **Removing Items from Room/Apartment:** Furnishings and appliances provided by University Housing

may not be removed from rooms or apartments, with the exception of lofting equipment for high rises. Furnishings and appliances are listed online at housing.siu.edu.

- iv. **Disassembling Items:** Furnishings may not be disassembled, with the exception of lofting equipment provided by University Housing.
- v. **Location of Beds:** Beds may not be placed on convectors and may not block doors.
- vi. **Liners:** Drawer and shelf-liners must be non-adhering or non-adhesive.

M. Health and Safety

- i. **Safety Information:** More information on campus safety is online at <http://housing.siu.edu/safety>.
- ii. **Department of Public Safety (DPS):**
 - 1. **Jurisdiction:** Department of Public Safety (DPS) officers have jurisdiction over SIU Carbondale staff and property, wherever located.
 - 2. **Duties:** DPS performs a variety of duties across campus, including foot patrol of campus and University Housing grounds.
 - 3. **Authorized Access:** University police officers are authorized to enter residence halls and apartments.
 - 4. **Protective Services:** They are contacted by building staff to assist with disorderly individuals or dangerous situations.
- iii. **Emergencies**
 - 1. **Alerts:** Residents are encouraged to sign up for emergency alerts via SalukiNet.
 - 2. **Information:** Emergency information is available online at <http://housing.siu.edu/safety>.
 - 3. **Evacuation:**
 - a. **Routes:** Evacuation routes are provided on residence hall and apartment doors.
 - b. **Drills:** University Housing will conduct fire evacuation drills, as required.
 - c. **Safe Evacuations:** In the event of a building evacuation for any reason; cooperate fully with staff; evacuate in a safe and orderly manner using the nearest exit to the designated assembly area; do not reenter the building until instructed to do so by staff.
 - 4. **Designated assembly areas:**
 - a. **Mae Smith and Neely:** Rinella Field
 - b. **University Hall:** elevated field east of building
 - c. **West Campus:** lawn southwest of Agricultural Sciences building
 - d. **Wall & Grand Apartments:** Rinella Field
 - e. **Evergreen Terrace:** Evergreen playground
 - f. **Elizabeth Apartments:** field behind apartment building
- iv. **Health and Safety Inspections**
 - 1. **Expectations:** Residents are expected to maintain rooms/apartments/bathrooms in an orderly and sanitary condition.
 - 2. **Frequency of Inspections:** These areas will be inspected at each break and throughout the year.
 - 3. **Reason for Inspections:** Inspections are conducted for maintenance, safety, sanitation, and property control.
 - a. **Notice:** A 24-hour advance notice will be posted for inspections, with the exception of during breaks.
 - b. **Presence:** Residents are not required to be present during the inspection.
 - 4. **Consequences:** Persistence of disorderly or unsanitary conditions in a student's residence may result in significant charges or termination of contract.

5. **Medical Waste:** Students who self-administer medication including, but not limited to, insulin, shots for clotting factors, etc. are required to dispose of all needles and syringes in a medical waste container, which can be purchased at the Student Health Center Pharmacy. The medical waste container must be turned in to Housekeeping staff by the student when it becomes full, and/or at the end of each term (whichever comes first).

N. Kitchens

- i. **Commons Kitchens:** Mae Smith, Neely and University Hall have kitchens that can be shared by building residents. In buildings with kitchens, residents may check out keys to the kitchen at the front desk. Access to these kitchens is a privilege which may be suspended by Residence Life staff at any time without notice.
- ii. **Kitchen Equipment/Appliances:** Kitchen equipment or appliances are intended exclusively for food preparation and cooking.
- iii. **Safety:** Residents must remain in kitchens when using appliances.

O. Laundry Facilities

- i. **Usage:** Directions are provided. Laundry equipment may only be used as intended. Charges apply for any damages.
- ii. **Unattended Clothing:** Do not leave clothes unattended in washers and dryers. University Housing assumes no responsibility for the loss of or damage to clothing. Laundry left in laundry rooms for more than 48 hours will be discarded.
- iii. **Hours:** Hours are posted. If you need assistance, contact the Area Office staff.
- iv. **Issues:** Report any problems with the machines to the phone number listed in the laundry room or online at <http://housing.siu.edu>.
- v. **Carts:** In areas where laundry carts are provided, carts must remain in laundry room at all times. A fee of \$100 will be assessed to residents who remove them.
- vi. **Playing:** Bicycles, roller skates, etc. should not be taken into the laundry room. Children are not allowed in the laundry room unsupervised.
- vii. **Elizabeth Apartments:** In consideration of residents living directly above this level, please do not use these facilities before 8 a.m. or after 10 p.m.

P. Light Bulbs

- i. **Installation:** Light bulbs in your residence hall or apartment are installed prior to your check-in appointment.
- ii. **Replacement:** Replacement of burned out bulbs is your responsibility with the exception of florescent light bulbs, hallway lights and exterior lights; which are changed by University craftspersons. Notify the Area Office if hallway or exterior lights need to be replaced in your building.

Q. Mail

- i. **General**
 1. **Responsibility:** The University does not assume responsibility for loss or damage to items sent through the mail.
 2. **Perishable Items:** Perishable items such as flowers, food and medication are sent at the sender's risk.
- ii. **Residence Halls and Wall & Grand Apartments**
 1. **Claiming a Package:** To claim packages, students must present a valid student ID.
 2. **Addressed Packages:** Packages must be in the student's name only. Packages addressed to family or friends will be returned to sender.
 3. **Failure to Pick Up:** Items not picked up within three weeks will be returned to sender.

4. **Lost Packages:** Concerns with lost packages should be directed to the area office.
- iii. **Evergreen Terrace and Elizabeth Apartments**
 1. **Mail Service:** Mail is delivered by the U. S. Postal Service.
 2. **Oversized Packages:** Packages too large for the mailbox will be left at the Evergreen Terrace Area Office by the Postal Service and may be picked up during regular office hours.

R. Maintenance

- i. **Resident's Responsibility:** Routine care and upkeep of the room/apartment is the residents' responsibility.
- ii. **Maintenance Staff:** Maintenance and repair work is completed by SIU Plant & Service Operations or outside contractors.
- iii. **Routine Repairs:** For routine repairs, residents should contact their Area Office or report needed repairs online at <http://housing.siu.edu>. Routine repairs are assigned to craftspersons, based on availability of personnel and other campus needs. It may take several days or weeks to complete non-emergency repairs.
- iv. **Emergency Repairs:** Emergency maintenance situations needing immediate attention (i.e. no heat or electricity, odor of gas, plumbing leak, etc.) should be reported to University Housing Residence Life staff. Contact information is available online at <http://housing.siu.edu/staff/directory>.
- v. **Appointments:** Appointments are not available. Maintenance staff will knock and enter the room/apartment whether the resident is present or not. Workers will complete the requested work as quickly as possible and will lock the room/apartment as they leave. If a resident is not present, a notice will be left regarding the status of the work.
- vi. **Charges:** Residents are not be charged for repairs resulting from normal wear and tear, however, repairs for broken or damaged property may be charged to you.
- vii. **Shoes:** While we recognize that many residents remove their shoes before entering their apartments, due to concerns regarding work related injuries, craftspersons are not expected to remove their shoes while performing repairs in rooms or apartments.

S. Parking

- i. **Decals:** Campus parking decals may be purchased from the Parking Office within the Department of Public Safety in Trueblood Commons. Evergreen Terrace and Elizabeth Apartments residents will receive an additional decal (the University Housing restricted parking decal) from the Area Office once they have purchased a University decal. Wall & Grand residents may purchase an optional additional decal from the SIU Parking Office, allowing them to park closer to the apartment complex.
- ii. **Locations:**
 1. **Residence Halls:** Residents will typically park in storage lots, located at some distance from the halls.
 2. **Evergreen Terrace and Elizabeth Apartments:** Residents will be informed of parking location upon check in. Resident vehicles must display both parking decals. Two four-wheel motor vehicles and one two-wheel motorized vehicle decal can be issued to up to two adults per apartment. All vehicles must be parked in designated locations. Two-wheel vehicles cannot be parked on walkways, balconies, patios, under stairwells, inside buildings or at bicycle racks.
 - a. **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. If space is not available in a resident's designated lot, residents may park in an "X" end lot.

- b. **Area Offices:** The parking lots at the Area Offices are to be used only for Area Office business or for residents using the laundry facilities.

T. Phones

- i. **Courtesy Phones:** A courtesy telephone is located at the entrance to the residence halls for guests to call residents to come get them.
- ii. **Shared Phones:** Floor and/or building phones are located throughout the areas and provide local service for convenience and emergencies.
- iii. **Individual Phones:** Activating individual phones for a room or apartment is the responsibility of the resident. More information is online at <http://oit.siu.edu>.

U. Room/Apartment Entry

- i. **Conditions for Entry:**
 - 1. **Purpose:** For the purpose of ensuring health and safety, and preserving property.
 - 2. **Cause:** When staff have reasonable cause to believe that conduct standards are being violated.
 - 3. **Emergencies:** When emergency situations are evident.
- ii. **Knocking:** No room/apartment 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.
- iii. **Reason for Entry:** Occupant(s) shall be informed of the reason for any room/apartment entry at the time of the entry, if occupant(s) is available.
- iv. **Absence of Occupant(s) during Entry:** Staff will enter rooms/apartments in the absence of the occupant(s) only in the case of an emergency involving imminent danger to life, safety, health or property. If staff enter a room/apartment in the absence of its occupant(s), the occupant(s) will be notified afterward of the entry and reason for the entry.
- v. **Search:** A simple room/apartment entry will not involve a search. Staff will not open drawers or tamper with a resident's property. See "Room/Apartment Search".
- vi. **Confiscation:**
 - 1. **Confiscation by DPS:** Any items found in plain view, which are illegal to possess on campus will be confiscated by the Department of Public Safety.
 - 2. **Confiscation by Residence Life:** Any items found in plain view, which are prohibited by University or University Housing policy, will be confiscated by Residence Life staff. These items will be held by staff until the student can remove them from campus during the next break period during which the halls close, which will allow the student the opportunity to take the items home. Items unclaimed in an appropriate time period, as deemed by University Housing, will be discarded.
- vii. **Grievances:** Student residents who feel this policy has not been followed properly may file a written grievance within five business days of the date of entry to the Senior Associate Director of University Housing – Residence Life.

V. Room/Apartment Search

- i. **Conditions for Search:**
 - 1. **Conduct:** Where staff have reasonable cause to believe that conduct prohibited by law, University Housing guidelines or University policy is occurring and poses a threat to health, safety or property.
 - 2. **Crime:** Where staff believes a serious crime is occurring, or evidence of such is discovered, the Department of Public Safety will be notified and given the opportunity to investigate. University Housing staff may proceed with a room/apartment search if DPS

declines to investigate.

ii. **Approval and Permits:**

1. **Approval:** The Senior Associate Director of University Housing – Residence Life or designee must approve all room/apartment searches.
2. **Permits:** Approved search permits are required to conduct room/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.
3. **Copies of Permits:** Copies of the search permit will be made available to the room/apartment occupant(s), the respective Assistant Director of Residence Life, Senior Associate Director of University Housing –Residence Life, Director of University Housing and SIU Legal Counsel.

iii. **General Searches:** General room/apartment searches are prohibited (e.g. search of a number of rooms in a given area in the absence of “reasonable case to believe” to search a specific room). However, a search permit may authorize the search of multiple rooms.

iv. **Staff in Attendance during Searches:** Room/apartment searches are typically conducted with two professional staff members present.

v. **Occupants:** The occupant(s) may be given the opportunity to open all drawers, luggage, etc., during the search.

vi. **Confiscation:** Any items found, which are illegal to possess on campus, will be confiscated by the Department of Public Safety. Other items found, which are prohibited by Housing policy, will be confiscated by Residence Life staff.

vii. **Threat to Safety of Staff:** 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 will seek immediate assistance from the Department of Public Safety. Staff will continue to conduct the search with police officer(s) present.

viii. **Absence of Occupant(s) during Search:** If the resident and/or roommate is not present for the search and staff are unable to determine ownership, belongings of the roommate may unintentionally be searched, resulting in items being moved, drawers opened, etc. The search of an item will cease if information is found identifying the item as belonging to the roommate.

ix. **Grievances:** Student residents who feel this policy has not been followed properly may file a written grievance within five business days of the date of entry to the Senior Associate Director of University Housing – Residence Life.

W. Utilities

i. **Costs:** Utilities are included in the contract rate for all areas except Evergreen Terrace. Utilities are billed at a single rate for Evergreen Terrace residents.

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