

# TABLE OF CONTENTS

---

WELCOME

1

STAFF & DEPARTMENTS

3

SERVICES

6

YOUR ROOM

9

DAMAGES

14

ROOM ENTRY

17

EMERGENCY PROCEDURES

18

FOOD SERVICE

19

POLICIES AND GUIDELINES

20

VIOLATIONS

27

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# WELCOME!

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Thank you for choosing University Plaza as your home. We will strive to provide you with an environment that will facilitate your education as well as help you develop friendships that will last a lifetime.

As in any dynamic living environment, rules and regulations are a necessity. In this packet you will find everything you need to understand the policies enforced at University Plaza. It will also provide you with other information about University Plaza, including staff and department information. All rules, regulations, policies, and services are subject to change at any time, at the discretion of University Plaza management.

We believe that living at University Plaza provides you with a valuable opportunity to make many new friends and to become part of an energetic learning community. This is an opportunity to enjoy a rich program of educational, cultural, social and recreational activities. We will do our best to provide an environment conducive to study, fitness and recreation. If you ever have any questions or concerns our doors are open to you at any time.

## STAFF & DEPARTMENTS

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University Plaza Staff is proud to give you quality service. Each department is here to ensure that the Plaza is safe, fun and conducive to study. Listed below are our department summaries.

### **DIRECTOR OF OPERATIONS**

Keith Deal is the Director of Operations and is responsible for the day-to day operation of University Plaza and it's staff. He supervises and coordinates all departments and personnel. He can be reached at 758-0666.

### **RESIDENT LIFE STAFF**

#### **RESIDENT ASSISTANTS:**

Each floor has a Resident Assistant (RA). Before a person can become a Resident Assistant at University Plaza, they must go through a rigorous application process and complete an intense two-week training prior to the start of the semester. RAs work under the direct supervision of Senior Staff. The RA on your floor is your primary resource to help you if you have any questions or problems at University Plaza. You may contact your RA at any time. RAs are also the primary enforcers of University Plaza policies. They complete hourly rounds in each tower. **Please remember that the RAs do not make the rules, but were hired to enforce them. Do not debate policy with them. If at any time you feel that you have been treated unfairly or need to address an issue further, please see Senior Staff or the Director of Student Relations.**

#### **SENIOR STAFF:**

There are four Senior Staff Members who live on-site. Senior Staff are the direct supervisors of your floor Resident Assistant (RA). They also act as "Managers on Duty" when the Director of Operations and the Director of Student Relations are not on-site. Senior Staff helps facilitate the hall's total housing program, which includes resident life, the computer lab, social & recreational

activities, judicial procedures, and the health & fitness center. You are encouraged to consult Senior Staff with questions, problems or suggestions you may have regarding University Plaza or its staff.

#### DIRECTOR OF STUDENT RELATIONS:

The Director of Student Relations is the direct supervisor of Senior Staff and subsequently, the RAs. He/she is responsible for the well-being and the safety of all the residents. It is his/her goal to ensure and maintain a hospitable climate for residents and to address issues specific to student life. He/she consistently monitors and is involved in the daily operations of the facilities used by residents. If you have a question or problem that you cannot get resolved with your RA or Senior Staff, the Director of Student Relations is the person to speak with. The Director of Student Relations can help you address crisis or personal issues and can assist you in finding support systems within the community. The DSR office is located in the office complex in the Central lobby.

#### ACCOUNTING

##### DIRECTOR OF FINANCE:

The Director of Finance oversees the Accounting Office and the entire Accounting Staff.

##### ACCOUNTING STAFF:

The Accounting Office is also located in the office complex in Central. If you have questions regarding your room & board statement, please stop by the office or call 758.0666 and the Front Desk staff will be happy to transfer you to the Accounting Office. Payments on your account can be made at the Front Desk in the form of check, money order or credit card. No cash payments are accepted.

#### HOUSEKEEPING & JANITORIAL

We take great pride in the cleanliness of University Plaza. The housekeepers clean every room at the Plaza once per week. Unfortunately, this means they must start at 9:00am. If you do not want your room cleaned, you may fill out a Student Request Form and leave it on the front of your door. These forms may be picked up at the Front Desk. Housekeeping will not skip a room more than three times a month. All rooms must be cleaned at least once a month.

Please note that **you must remove your items from the counter in your bathroom if you would like Housekeeping to clean it.** Items will not be removed by University Plaza staff for cleaning purposes. If your items are left on the counter, Housekeeping will clean around them.

Housekeeping concerns and request can be addressed at the Front Desk.

#### MAINTENANCE

Our maintenance staff makes sure University Plaza is well maintained and runs smoothly. They are responsible for the upkeep of the entire building. If something needs to be repaired in your room, or if you are having trouble with anything in your room, stop by or call the front desk to notify them of the problem.

The maintenance staff will also be happy to replace any light bulbs in University Plaza fixtures that go out in your room. This service is free. Just inform the Front Desk regarding which bulbs need replacing.

Most work orders are completed in 24 hours or less. Maintenance concerns and requests are also handled at the Front Desk.

### **MARKETING & CONFERENCES**

University Plaza is also the home to many conferences and conventions in the DeKalb community and beyond. The Director of Marketing and Sales works closely with business leaders to make sure University Plaza continues to meet the needs of camps and conferences throughout the Midwest. The office for Marketing and Conferences is located in the office complex in the Central lobby.

### **SALES**

If you are renewing your contract or would like to inquire about room type availability, the University Plaza Sales Office can assist you. The sales office is located in the office complex in the Central Lobby.

### **TELECOMMUNICATIONS**

The office of the Director of Telecommunications is located in the office complex in Central. This person is responsible for your phone service, including billing and troubleshooting, and also oversees the Internet connections in your room.

### **FRONT DESK**

The Front Desk is the heart of University Plaza. The Front Desk sorts your mail, sells stamps, accepts your packages, signs for your flowers, hands out the recreational equipment (volleyball net, pool cues, softballs & bases, ping pong, foosball, etc.), makes copies, takes messages and cries with you if you're homesick. The number to the Front desk is 758-0666. See the section on Services for more information on what is offered at the Front Desk.

### **SECURITY**

University Plaza has a Security Director who oversees all the Security staff at University Plaza and at University Village. Security is on duty from 11:30pm – 8am every day and covers extended hours during the time that the Plaza is closed for breaks. Security locks the Central lobby at midnight every day. Guards conduct rounds throughout the night and monitor the security swipe system and camera system. At 11:30pm every evening, a tower guard stands watch in each tower and monitors entrance to the Plaza. You must have your University Plaza ID to enter the building and your guests must be signed in.

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## **SERVICES**

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University Plaza offers its residents many services and amenities. This is a partial list of the many extras you can take advantage of.

### **FRONT DESK**

The following services are provided by the Front Desk:

#### **Mail Service**

Incoming mail is delivered and placed in your mailbox daily, Monday through Saturday. The address for your incoming mail is:

(Your name here)

Room#

University Plaza 900 Crane Drive

DeKalb, IL 60115

\*\*Postage-due letters and parcel post are handled at the Front Desk. There is an outgoing mail slot at the Front Desk.

### Deliveries

The Front Desk will accept deliveries on items shipped by U.S. mail, UPS and FedEx as well as telegrams, flowers and newspapers. CODs cannot be accepted unless prior arrangements have been made. Food deliveries cannot be accepted at the Front Desk. You will receive a note in your mailbox when you have a package at the Front Desk. University Plaza accepts no responsibility for lost, damaged, or stolen packages.

### Equipment for Loan

There are numerous items for loan from the Front Desk on a first come first served basis. Some items available include newspapers, magazines, sporting equipment, pool cues, laptop computers, vacuum cleaners, board games and handcars. **Note: You must leave an ID with the front desk in order to check out these items, and you will be charged the replacement price of an item you check out and fail to return or return damaged.**

### Stamps

You may purchase stamps at the Front Desk.

### Guest Meal Tickets

Guest meal tickets are sold at the Front Desk for non-residents. Non-residents may also use cash, UP Flex Dollars, or Huskie Bucks to purchase meals. **Residents may not use their personal meal plans for guests.**

### Vending Machine Refunds

If you lose money in a vending machine or washer/dryer or when a machine does not work please notify the Front Desk.

### House Telephone

There is a phone located at the Front Desk that you may use to place local telephone calls or calling card calls. *There is a five-minute time limit on the use of this telephone.*

### Request for Repairs

If there are any repairs, light bulb changes, etc. call or stop by the Front Desk. Most repairs are completed within 24 hours of the placement of the work-order.

## **LAUNDRY AREAS**

Each tower has a laundry area equipped with coin-operated washers and dryers. These machines will not work properly if overloaded. Please do not leave your laundry unattended. Please carefully check the machines before each use. Change is available at the Front Desk. University Plaza assumes no responsibility for items that are lost, stolen or damaged.

## **LOUNGES**

### Main Lounges

Each tower has a lounge furnished with a big-screen TV for the use of residents and their guests. Also, Central has a lounge furnished with a big-screen TV for the use of residents and their guests. To use the TVs you will need to check out a remote control from the Front Desk.

### Study Lounges

Each floor has an area for study or for group discussion behind each elevator. Each floor is also equipped with a microwave oven. You are responsible for the cleanup of your own messes.

Microwaves can be removed from floors when continually broken or not cleaned by the floor responsible.

### **RECREATIONAL FACILITIES**

University Plaza offers its residents many opportunities for recreation. To check out any equipment, or to utilize any of the Recreational Facilities, you will need to present your University Plaza ID. **A University Plaza resident at all times must accompany guests.**

**Game Room** - A game room with pool tables, ping-pong, foosball, air hockey, and video games is provided on the lower level. Equipment for these games can be checked out at the Front Desk with a valid University Plaza ID.

**Health Club** - Our Health Club is complete with free weights, cardiovascular, & circuit training equipment. Please be courteous to your fellow residents and abide by the posted rules and regulations. Guests for the Health Club and the Swimming Pool must be checked in at the Health Club. **Residents must remain with their guests at all times. Guests cannot be signed in to the fitness facilities more than once a day. University Plaza reserves the right to limit the number of guests and the number of visits a guest can make to use these facilities.**

**Programming room**- A multi-use room is available downstairs for residents at no charge. They can hold functions, host clubs or organizations, and study as needed. Residents can sign up to use the room at the Front Desk.

**Pool** - The indoor heated pool provides a chance for recreation and cardiovascular training. Please be aware that members of the opposite sex are not allowed in the same locker room on either side of the pool.

**Hot Tub** - Located on the pool deck, our hot tub accommodates up to four people.

**Sauna** - Each locker room is complete with a cedar-lined sauna.

**Piano** - The piano is located in Central. It also comes with headphones that can be checked out at the Front Desk.

**NOTE: YOU ARE STRONGLY URGED TO SEE A DOCTOR BEFORE YOU BEGIN ANY WORKOUT PROGRAM. IF YOU NOTICE THAT A PIECE OF EQUIPMENT IS NOT WORKING PROPERLY, DO NOT USE IT.** Please bring it to the attention of a staff member so it can be repaired or replaced.

### **COMPUTER LAB**

The Computer Lab is located on the South side of Central, and is for resident use only. Guests are not allowed in the computer lab, and there are no exceptions to that rule. You must show your Plaza ID in order to gain access to the Computer Lab. Our machines are IBM compatible. WordPerfect, Microsoft Word and other programs are installed on these machines. Games and the Internet are also provided. You may access your NIU e-mail account from the lab, or a computer lab attendant can help you create your own free e-mail account. The lab can be used for academic as well as entertainment purposes. During finals week and during other times of high usage, at the discretion of the Lab Attendant, games and Internet "surfing" may be restricted. University Plaza reserves the right to restrict access to the computer lab and its use. During Finals Week the Computer Lab may have extended hours in order to accommodate the increased need.

The Computer Lab is monitored by a Lab Attendant, and is supervised by a member of Senior Staff. Any questions regarding use or content should begin at the attendant level.

Laptops are also available and can be checked out at the Front Desk. You may check out laptops for 24-hour periods.

### **MAJOR ACTIVITIES**

University Plaza organizes several major events that residents have the option of participation in. In some events, such as the Softball Tournament, your entire floor has the chance to participate. Other activities, such as the Talent Show or going to a Cubs game, you must sign up for on your own. University Plaza tries to make these events as affordable as possible for its residents. Plaza residents are eligible for large discounts for certain advertised events. An activity board located in Central informs residents of upcoming events for the semester. All sign-up sheets are located at the Front Desk. If you are interested in a particular event, you are encouraged to sign-up or buy your tickets as soon as possible. Ticket availability is limited.

Your RA will have details regarding each event. Watch for signs posted in Central and read your Plaza Print for more details on upcoming activities.

### **PLAZA UPDATE**

Every month the Plaza produces its own newsletter, *The Plaza Update*. You will automatically receive one in your e-mail. You are encouraged to read this thoroughly. The Update is full of valuable information regarding the month's upcoming events, policy changes, and other handy tips and articles pertaining to college life. Residents are welcome to turn submissions to be considered for publication in the print, and can do so through a submission form at the Front Desk. Submissions will be accepted at the Front Desk and reviewed by the Director of Student Relations as to their content and appropriateness.

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## **YOUR ROOM**

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University Plaza provides you with:

- Extra long twin bed and mattress
- Desk and chair
- Dresser
- Window blinds
- FREE CABLE (hook-up-provided)
- An internal phone system / with optional Internet access
- Wireless Internet

What you need to provide:

- Sheets
- Pillows and pillow cases
- Blankets, bedspreads
- Towels
- Metal wastebasket (city code requires metal wastebaskets)
- Power strips with surge protectors (extension cords are not allowed and will be confiscated)
- Toilet paper and toiletries
- Phone

Due to fire regulations you may not alter any of the furniture in your room in any manner. This includes stacking, lofting and removing furniture. (You are liable for damages to the furniture.) Furniture from public areas cannot be moved to your room. **Additional beds or mattresses may not be brought or stored in your room.**

### **MOVE-IN & MOVE OUT PROCEDURES**

University Plaza strives to make the move-in and move-out procedures as efficient as possible. Your cooperation is necessary in making these policies effectual.

During move-in, every resident is required to complete a Room Condition Report (RCR) with their RA or another member of Plaza Staff. You will not be issued your keys until this is done. At this time, be sure your RCR is complete and accurate. Room Condition Reports are used to assess damage to the room after you have vacated the premises. It protects you, the resident, from being charged for damage that you are not responsible for. On the report, damage will be documented that is present when you move-in. You will be asked to sign this form and you will receive a copy of it. **Ask for your copy, it is for your own records.**

During Winter Break you will be required to hand in your keys and your University Plaza ID. It is your responsibility to check-out with your RA and make sure your keys and ID are signed over to him/her. If you fail to do this you will be fined. Also during these times, you must have all the garbage removed from your room. University Plaza does routine inspections during these times and any violations will be fined. **Violations that result in fines during break periods or at the end of the semester CANNOT be appealed.**

**At the time of move-out or termination, it is your responsibility to schedule a check out time with your RA to fill out the “Move-Out” section of your Room Condition Report. At this time, damages to your suite will be documented. Should damage occur during the school year to your suite, it is important for the responsible party to sign a written statement of responsibility over the damage, if the responsible party fails to do so, the damage to that suite will be split equally among the residents that occupy it. This is not a final damage assessment; University Plaza maintenance personnel may assess further damages after all items are removed from the room. You will sign the RCR and receive a copy. There is a \$40 fine for failing to complete your Room Condition Report. If you are unable to sign-up to checkout with your RA you must do so with a member of management. Failure to do this will also result in a fine.**

If you have completed the term of your contract with University Plaza, damages to your room will be assessed within six weeks of your departure, and the remainder of your Damage Deposit will be returned to you.

See the section on Damages for more information.

### **HEATING & AIR CONDITIONING (HVAC)**

The air must be allowed to circulate freely around the units. This includes the vents on top of the unit as well as the air intake at the base of the unit. For your own comfort, do not place anything on or block the HVAC unit in your room. This includes beds with long bedspreads placed lengthwise across the window wall. During their routine inspections, if maintenance personnel find the air flow inhibited by your personal belongings, they will be moved away from the units. You may not modify the HVAC system in any manner.

## **REFRIGERATORS**

Refrigeration units are not provided in the room, but small dorm fridges are allowed. During move-in, a rental company will be on the property to arrange for school-year contracts. It is your responsibility to arrange for pick-up of the unit. University Plaza will not be responsible for your refrigerator if you leave it after move-out.

## **TELEPHONE SERVICE**

University Plaza owns and operates a central telecommunications system that services the Plaza. Any resident of the Plaza may, but is not obligated to, obtain some or all of the telecommunications services offered by University Plaza.

University Plaza provides residents with a phone line that has free incoming calls. Residents are only charged for their outgoing calls. Charges for outgoing calls are as follows on a per minute charge:

.08 Long Distance / .05 Local

The phone line does not include any operator-assisted information, or international calls. Any calls of that nature will be billed accordingly. There will be a \$1.00 charge for each operator-assisted and/or information call (411, 555-1212, etc.). International calls will be billed per minute based on the specific location. Each student will receive a monthly statement detailing total minutes used and total minutes remaining.

Residents basic service includes direct-dialed long distance service, call forwarding (additional charges apply to all forwarded calls), conference calling, do not disturb and speed dialing. Each resident must provide a touch-tone telephone that is compatible with the telecommunications system. Caller ID, voice mail and call waiting are also available for an additional charge.

Account Code - Each resident is assigned his or her own individual account code. This account code must be used in order to make outgoing calls. Residents are responsible for all calls made using his or her account code. Account codes can be waived by signing a 'Waiver of Individual Account Code' form.

Plaza Directory – All residents will be listed in the Plaza Directory unless you indicate on the Telecommunications Contract that you do not wish to be listed.

## **INTERNET SERVICE**

University Plaza owns and operates a central Internet access system that services the Plaza. All data ports in the resident rooms and other rooms in the Plaza are hard wired into the system.

Internet Access Package – In order to obtain Internet access through the system, a resident must subscribe to the Internet Access Package. The Internet Access Package allows you to connect one computer to the system using the data port in your room. There is an activation fee as well as a monthly charge. You will be required to sign a contract detailing the terms and conditions of internet use at University Plaza.

<u>Per Semester</u>	<u>Two Semester Prepaid</u>	<u>Two Semester Savings</u>
\$99 for 64k bandwidth	\$150 for 664k bandwidth	\$30
\$130 for 128k bandwidth	\$225 for 128k bandwidth	\$25
\$215 for 256k bandwidth	\$375 for 256k bandwidth	\$45

\$315 for 512k bandwidth  
\$400 for 768k bandwidth

\$550 for 512k bandwidth  
\$700 for 768k bandwidth

\$70  
\$100

Username & Password – Each resident will be assigned an individual username and password for the computer connection to the system. **Username and passwords should be kept confidential.**

For more information regarding phone and internet service, to receive your user name and password, and for instructions on how to set up “Xbox Live,” see the Telecommunications Director in the office complex in Central.

### **FIRE PREVENTION**

The City of DeKalb inspects each room at the Plaza annually for violations of the fire code. Please note the following:

- Microwaves or other cooking devices are not allowed in your room. (Even if stored in the closet, they will be confiscated by the fire department.) This means **NO HEAT PRODUCING DEVICES ARE PERMITTED AT ALL.**
- Extension cords are not allowed. (U.L. approved fuse bars are allowed)
- 3-prong adaptors are not allowed. (Power strips with reset buttons are allowed)
- All cables running across a floor must be secured to prevent injury in case of a fire. This includes TV and computer cables. Channeling can be used to cover this obstruction.
- **NO SMOKING IN THE ROOMS OR IN THE BUILDING AT ANY TIME.**
- **No candles or incense or burning receptacle of any kind. If found they will be confiscated and destroyed and you will be fined. These items will not be returned for any reason!**
- **Any tampering with the smoke detector, fire hoses or alarms will be grounds for the termination of your contract. Placing a false alarm is a Felony.**

### **APPLIANCES**

The City of DeKalb does not allow any type of appliance that contains a heating element. While a microwave by itself is not allowed, the City of DeKalb has approved the use of a **microfridge**. This device combines a mini-fridge and a microwave, and assures that while on is in use, the other’s power source is turned off. Students are allowed to have a micro-fridge in their rooms. You are allowed to have a computer as long as they are not plugged into an extension cord (U.L. approved fuse bars are allowed). All appliances must meet local, state and federal regulations and may be restricted by University Plaza Staff. Mini refrigerators are allowed. University Plaza reserves the right to deny the use of any appliance within the room.

### **INSURANCE**

University Plaza is not responsible for your personal property. This includes, but is not limited to, damage caused by fire, theft, or flooding. It is recommended that you check your family insurance policy to determine if it covers your personal property at a residence away from your parent’s home. If you are not covered, we recommend that you obtain insurance. We also suggest that you record the serial numbers on all valuable equipment that is kept in your room.

### **ROOM KEYS & LOCK-OUTS**

Your room key is the property of University Plaza. You may not give it to another resident or another person without the consent of University Plaza management and you may not duplicate it or modify it. If you lock your self out of your room, contact Security, the Front Desk or your RA. You will be asked to fill out the appropriate paperwork and you must present a photo ID. **There is a \$10.00 lockout fee that will be assessed directly to your University Plaza bill.** If you loose or misplace your key, you will need to get a new key. New keys can be requested at the Front Desk. There is a \$25.00 fee to replace any key.

If you do not turn in your key at the end of the year, you will be charged for each key that is lost.

Your room keys are the property of University Plaza. You may not duplicate them or lend them to anyone for any reason. If you give your keys to anyone, disciplinary action will be taken.

### **DECORATING**

Your room will become your home during the school year. Therefore, we encourage you to personalize it and decorate it in a way that will facilitate your study and your comfort. Posters and pictures may be hung using tacks. Tape and sticky tack are prohibited. The fire department may restrict posters or the placement of posters in your room if they deem them to be a fire hazard. You may bring additional items of your own furniture into your room if the items do not create a fire or other safety hazard. Waterbeds, other water-filled furniture and beer keg containers, however modified, are specifically prohibited. Also, you may not bring your own mattress due to Department of Health guidelines. University Plaza management reserves the right to restrict furniture and furniture placement within the dorm room. You may not remove any furnishings from the room. This includes mattresses. However, students are allowed to have **futons** in their room.

### **PROHIBITED ITEMS**

To reduce danger to personal safety and/or damage to the Plaza, the following items are not permitted in your room or any other area of the residence hall:

- |                               |                             |                 |
|-------------------------------|-----------------------------|-----------------|
| -internal combustion engines  | -explosives of any type     | -BB/pellet guns |
| -toxic or hazardous chemicals | -firecrackers / fireworks   | -air rifles     |
| -automobile batteries,        | -extension cords            |                 |
| -any flammable substance      | -water beds                 |                 |
| -knives                       | -firearms, ammunition, etc. |                 |

This also includes any inherently dangerous material or item, by nature or deemed by University Plaza staff to be dangerous. Any item which is used as décor, but also resembling a dangerous object, are subject to removal from the building. Weight lifting equipment devices and musical instruments equipped with amplifiers and other instruments whose sound carries beyond the confines of a resident's room are prohibited. No animals (except guide dogs for the blind). No birds, reptiles, or animals except fish and aquarium bound turtles are allowed in a resident's rooms.

No alterations may be made to the room or its contents including electrical, plumbing and the HVAC system. **Residents are prohibited from making repairs of any kind or have repairs made by anyone other than University Plaza Staff or Plaza Contractors.**

You are not permitted to install additional locks or fasteners of any kind on room doors. Such devices will be removed and you will be billed.

Bikes may not be suspended from the ceiling nor may any type of hooks be installed in the ceiling of your suite.

Windows and screens must stay in their original place and may not be removed for any reason.

### **DEKALB CITY INSPECTIONS**

Please be aware that once in the Fall the Fire Inspector comes to visit the hall and does a building-wide inspection, including every room. Items that do not register with proper fire code may be confiscated

and brought downstairs to management for holding. We will return the items to you so you can take them home or out of the building. The following are typically pulled:

- Regular extension cords (you must use power strips with reset buttons)
- 3 prong & 6 prong adaptors (you must use power strips with reset buttons)
- Christmas lights hung improperly (they must hang over a hook, not pinned through)
- Cords run across a fire exit (computer cords/extensions running across doorframe)

You will be notified prior to the inspection via floor notifications and mailbox reminders. Please do what you can to be in compliance. If you have any questions concerning the upcoming survey, please stop down and speak with the Director of Student Relations.

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## DAMAGES

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### YOUR ROOM / SUITE

You are responsible for damages to your room. If you are sharing your room and/or your suite, and it cannot be determined who is responsible for a particular damage or theft, then you and your roommate and suite mates will be billed for room or suite damages and the charges will be divided among the occupants.

Responsibility for damages must be submitted to your RA or to the Director of Student Relations, *in writing*. **In the absence of a stated admittance of guilt, all damage charges will be divided among the occupants equally.**

The condition of a resident's room is recorded on a Room Condition Report (RCR) by the RA prior to the resident's entry. During move-in, the resident and the RA will go over the report together. This is done for your protection. If items are damaged BEFORE you enter a room, these items will be documented on this report so you will not be held accountable for them. The resident then signs the RCR, thereby agreeing upon the condition of the room at move-in. The resident will receive a copy of this immediately.

When the resident moves out, it is his/her responsibility to make an appointment with the RA to go over the Room Condition Report and the room again. This copy will be used to calculate damages that may be deducted from your damage deposit. Once the resident and the RA agree upon the condition of the room, the resident will sign the RCR and receive a copy. Damages will be assessed within two weeks after the resident leaves and the remaining damage deposit and finalized Room Condition Report will be mailed to the resident by mid-summer. On the following page you will find a list of some damages and their fines.

### YOUR FLOOR / TOWER / COMMON AREAS

**Damage and theft in common areas not assessable to specific individuals in the lounges, halls, laundry rooms, Central, etc. will be assessed equally to all residents of that room, floor, tower or towers.** You will share the cost of damages (including fire damage) on the floor and in your tower when the cost is not assessable to specific individuals. This includes graffiti and damage in the elevators, common area furniture and carpeting. This policy helps to keep damages at a minimum. **Therefore, if you see someone damaging University Plaza property, it is in your best interest to contact a staff member so the charges can be assessed to the offending party.**

Following you will find a partial list of some common damages and their charges. Please keep in mind that this list is not complete and University Plaza maintains the right to charge appropriate and

reasonable fees for repairs and/or damages not listed here. Prices for damages are subject to change without notification.

<b>FLOOR</b>	
carpet stains	\$50.00
burns on carpet	\$200-\$300.00
scuff marks	\$25.00
Gum on floor	\$40.00
<b>WALLS</b>	
Stickers	\$40.00
stickies or Velcro	\$40.00
mirror (broken)	\$230.00
holes (large)	\$200.00
nail holes	\$50.00
stickers on mirror	\$40.00
excessive scuffs & marks	\$50.00
sticky tack (grease marks)	\$30.00
Plaster (repaired by other than Plaza maintenance)	\$150.00
switch plate	\$8.00
<b>BATHROOMS</b>	
sink replacement	\$500.00
marks and stains on tile	\$75.00
towel bar (loose)	\$30.00
towel bar (broken)	\$50.00
toilet paper holder (broken)	\$40.00
Toilet	\$250.00
toilet seat	\$50.00
toilet tank cover	\$50.00
stickers on mirror	\$40.00
shower curtain	\$20.00
mirror (broken)	\$330.00

<b>FURNITURE</b>	
chipped or scratched	\$70.00
mattress damaged	\$110.00
Chair	\$125.00
Bed	\$300.00
Dresser	\$325.00
Desk	\$325.00
drawer (broken)	\$55.00
living room floor lamp	\$70.00
floor lamp shade (broken)	\$20.00
single room floor lamp	\$90.00
living room TV stand	\$150.00
<b>CLOSET</b>	
clothes bar (broken)	\$40.00
Hooks	\$20.00
<b>DOORS</b>	
holes (large)	\$180.00
striker / door handle	\$145.00
Lock replacement	\$85.00
deep scratches / chips	\$85.00
Stickers	\$40.00
fire escape door decal	\$10.00
<b>WINDOWS</b>	
Blinds (replaced)	\$180.00
string for blinds	\$25.00
boards for blinds	\$100.00
wand for blinds	\$25.00
Window	\$295.00
Locks	\$110.00
screen (holes or torn)	\$75.00

<b>CEILING</b>	
holes (larger than hook size)	\$220.00
hooks	\$40.00
spots	\$40-90.00
tile replacement (per tile)	\$50.00

<b>MISCELLANEOUS</b>	
HVAC cover	\$260.00
cable box	\$110.00
telephone jack	\$240.00
outer door number	\$10.00

Residents are encouraged to report damages immediately when they happen. Damages left alone tend to get worse over time. We recognize that often times a piece of furniture is damaged due to normal wear and tear. In these cases, maintenance will fix or replace these items at no additional cost to the resident as long as it is reported in a timely manner.

**LOBBY FURNITURE MISUSE**

Furniture provided in the elevator lobbies is for general use by members of a floor and is not available for individual private use. Residents are prohibited from moving, altering, or damaging any furniture provided to them for common use. Misuse of lobby furniture will result in a fine for the individual or group involved.

# ROOM ENTRY

University Plaza understands that your privacy is very important. Management and Resident Life Staff make every effort to respect your privacy. Therefore, RAs and other Staff members are not allowed to enter resident's rooms without his/her permission with the following exceptions:

## **WEEKLY CLEANING**

University Plaza staff will enter a resident's room in conjunction with routine room cleaning once a week. If a resident would like to skip their routine cleaning, they must fill out a Student Request Form and leave it on the front of their door. These forms are available at the Front Desk. A resident must have their bathrooms cleaned at least once a month.

## **INSPECTIONS**

University Plaza Staff may also enter your room for inspections as required by governing authorities, insurance carriers and to ascertain damage or rectify conditions potentially harmful to the safety of the residents or to the welfare of the building. **A routine inspection will occur during Thanksgiving break, winter break and during spring break.** Except during these vacation and recess periods, every effort will be made to schedule room inspections when the resident has a reasonable opportunity to be present. Please be aware that the City of DeKalb Fire Department also completes surprise fire inspections.

## **REPAIRS OR CLEAN-UP REQUESTS**

If you have reported a repair to the Front Desk, Maintenance and/or Housekeeping will enter your room to complete the work order.

## **EMERGENCIES / VIOLATIONS**

University Plaza Staff will also enter your room for repairs and when they believe there is an emergency such as a serious illness or injury. ***University Plaza reserves the right to enter when a member of University Plaza Staff has a reasonable belief there is a violation of the residence hall regulations or an illegal activity is occurring in that room.***

**\*\*At all times, UP Staff will knock and announce themselves before entering a room. The one exception to this is in the case of a fire or another extreme emergency. At that time, Plaza Staff will knock, very briefly, and enter your room to make sure the room is vacated or to alert you to the situation.**

# EMERGENCY PROCEDURES

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## **TORNADO EMERGENCIES**

Two types of tornado alerts are issued by the Weather Bureau. The first is a tornado watch. A watch means atmospheric conditions are such that a tornado could develop. Under a tornado watch, you should listen to the radio and monitor the weather conditions. Be prepared to seek shelter away from windows if a warning is issued. The second type of alert is a tornado warning. This means that a tornado has been sighted in the vicinity of DeKalb or that one is moving in the general direction of DeKalb. In this case, residents should move to the foyer area of your suite or closet. You should also close the room door to avoid flying glass and debris. The stairwell is another option to avoid flying glass. In severe weather, Central will be closed.

## EMERGENCY TELEPHONE NUMBERS

Fire Department.....911  
Emergencies.....911  
Police.....911  
University Health Service.....753-1311

## **FIRES**

### **If the fire alarm sounds:**

1. Check the door & knob for heat. If the door feels warm - **DO NOT OPEN IT!** Place wet towels at the base and go to the window for assistance.
2. If the door is cool and the hallway is clear, proceed to the closest stairwell and exit the building. **DO NOT USE THE ELEVATORS!**
3. Return to the building only when instructed by the Fire Department that it is safe to do so.

**WARNING: FAILURE TO EVACUATE THE BUILDING DURING A FIRE ALARM WILL RESULT IN A FINE.**

### **If you discover a fire:**

1. Go to the nearest alarm pull station and follow the instructions.
2. Dial 911 & tell the dispatcher the exact location of the fire.
3. Exit the building.

## **ELEVATOR**

### **If the elevator stops while your inside:**

1. Do not attempt to open the doors, it may cause further malfunction.
2. Push the call button, notify staff to what you have observed, and wait for staff assistance.

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## FOOD SERVICE

University Plaza takes great pride in the variety and quality of the meals we provide our residents. Café 900 will serve you all you can eat and drink.

### **SPECIAL DIETS**

If you have special dietary needs, please notify the manager of Café 900 or the Director of Student Relations, and we will try to accommodate your needs.

### **SICK TRAYS**

Sick trays are available to take to your room. Please come to the Front Desk or talk to your RA and we will make the arrangements with you. Please understand that sick trays are for you if you are unable to come down to eat. Meals are not to be shared with non-residents. This service can be discontinued if you are suspected or found sharing meals with guests. You may be asked to show medical proof of necessity to receive sick tray service for an extended period of time.

### **SACK LUNCHES**

Sack lunches are available for students who have a class conflict and cannot attend a certain meal or meals during the regularly scheduled times. Each weekday morning residents must show their ID and sign in at the door if they would like a sack lunch. They may then select items to pack their own lunch at the Deli station.

### **GUESTS**

If you wish to have a guest join you for a meal, you may purchase a meal ticket at the Front Desk for a nominal fee. Please realize that any guest that you bring in to eat in the cafeteria is subject to the same sense of good conduct and behavior that we ask from our residents.

### **SPECIAL DINNERS**

Every month, University Plaza puts on a Special Dinner. Special menu items are available during these times and decorations and festivities usually complete the package. \*There may be times during Special Dinners when portions of an entrée may be limited. University Plaza reserves the right to limit these portions.

### **GUIDELINES & POLICIES**

- ❖ Although you may take food from the serving line all that you wish to eat, you cannot take food out of Café 900. The same applies to beverages; outside containers are not allowed, and you may not take drinks with you when you leave.
- ❖ After you leave Café 900, you may not re-enter until the next scheduled meal time.
- ❖ **You may not be permitted in Café 900 without your ID CARD or a temporary ID. If you do not have either of these items, you may be asked to obtain one before entering the café (see section on ID cards).**

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## **POLICIES AND GUIDELINES**

### **ROOM AND ROOMMATE ASSIGNMENT POLICY**

Roommate changes are only considered after the residents involved have made a serious effort to explore alternatives to a change. Your floor RA should be notified that there is a conflict and may act as mediator in your dispute. Only in extreme circumstances do we allow room or roommate changes. Conflict resolution must be attempted in **ALL** cases, before a room change can occur. This may include, but is not limited to, a mediated discussion between the residents involved and the Director of Student Relations, a predetermined amount of time where residents attempt to solve their differences with the guidance of their RA, or the signing of a “roommate contract” in order to identify and overcome any problems. For any questions regarding conflict resolution, see the Director of Student Relations. Any room change must be approved, in advance, by the Director of Student Relations. A resident making an unauthorized room change is subject to a fine and will be required to move back into their assigned room. **No roommate changes may be made during the first two weeks of a semester.** University Plaza reserves the right to authorize or deny room and roommate changes, consolidate vacancies and to require a resident to move from one room to another.

### **FLOOR MEETINGS**

In the first week of each semester, the Resident Assistant will post flyers for an introductory floor meeting. The meeting is meant to discuss the policies and guidelines of the Plaza in an open forum so that all students understand our rules. This meeting is **mandatory**; all residents on the floor must attend. Failure to do so will result in an unappealable \$10 fine.

### **BICYCLE STORAGE**

Bicycle racks are available outside each tower. Bicycles may not be parked anywhere inside University Plaza except in your room with the concurrence of your roommate. Its location may not interfere with the egress of the room. No wall or ceiling mounts are allowed. Bicycles must be parked and or locked at the bike racks provided. Parking or chaining your bike to lampposts, railings, landscaping or any other item or area is prohibited. If your bicycle is illegally parked and/or chained, the chain may be cut, the bike removed and held by University Plaza until the end of the semester (University Plaza assumes no liability in such case).

### **QUIET AND COURTESY HOURS**

As in any community, a basic respect for others is a prerequisite to harmonious living. With this in mind, we ask that you keep stereos, TV’s and voices within reasonable limits. We define “reasonable” as unable to hear the noise from your room within two doorways of your room. Of course, this may be determined by Staff to be too loud and you may be asked by a RA or Senior Staff member to be quiet. University Plaza Management reserves the right to determine when a room is too loud.

Twenty-four (24) hour quiet hours are in effect on all floors during the final examination periods and always in effect on floors designated as “quiet lifestyle floors”. This means **NO NOISE** may emanate from your room. **During examination times, all violation fines are doubled, and there are no appeals granted.**

### **SOLICITATION**

No business may be operated from the residence hall. Solicitation in the building or on University Plaza property is prohibited. If you suspect a resident of solicitation, report them immediately to the Director of Student Relations.

### **GUESTS**

Residents who want to have an overnight guest must obtain the permission of your roommate and or suitemates. Overnight guests are not permitted without the concurrence of your roommate and or suitemates. **You are held personally and financially responsible for the conduct of your guests and are responsible for informing them of University Plaza Regulations.** Overnight guests must be registered with Front Desk or security prior to the visit.

**Guests may not be accommodated at University Plaza for more than three days during any thirty-day period.**

**Children under 12 years old are not allowed in the residence hall from 10:00p.m. until 10:00a.m.**

Guests must be escorted by their host at all times. This includes use of any facility or in the rooms.

University Plaza is private property and we reserve the right to deny **ANY** guest.

### **VACATIONS (RESIDENCE HALL CLOSINGS)**

The residence hall is closed, meals are not served and residents may not be in residence during university vacation periods (such as Thanksgiving, semester, and spring breaks). The tentative schedule of hall and food service openings and closings can be obtained by contacting the Front Desk. Information concerning extensions at closings can also be obtained at the Front Desk. Residents are required to return his/her room key and University Plaza ID to their RA during semester and spring breaks. Failure to do so is subject to a fine. **University Plaza follows NIU's undergraduate schedule.** For students that have academic obligations that extend beyond the regular NIU undergraduate schedule, some accommodations may be made on a case-by-case basis. Additional housing charges may apply for this privilege.

### **EXTENSIONS**

Residents have some options in terms of staying during the breaks, while the residence hall is closed. Extensions are granted to those who want to pay additional money to stay, unless you are already a 9-month resident. Information about signing up for an extension is usually made available at the Front Desk prior to a break. **Individuals are not allowed to stay during a break unless they have signed an extension and notified management of their presence.**

### **REMOVAL OF BELONGINGS**

You must completely remove your belongings from your room upon termination of the Contract, within two hours after your last examination, or by the official University Plaza closing time/date, whichever comes first. A resident who fails to do so, grants University Plaza the right to remove his/her personal property. University Plaza cannot be responsible for its value or safekeeping.

### **COMMON AREA DRESS CODE/ COURTESIES**

Shoes, shirts, and street clothes are required. No pajamas. **No house slippers. Absolutely no personal grooming in common areas (hair cutting/braiding, manicures, pedicures, etc.).**

### **VACANT ROOMS**

Vacant rooms are off limits to residents and their guests.

### **ALCOHOLIC BEVERAGE POLICY & PARTYING**

If you are of drinking age, you may drink alcoholic beverages in your room. University Plaza assumes that you will be moderate in your consumption, and that the atmosphere will not be loud or disruptive to others. Please keep the following guidelines in mind:

- Kegs and other bulk beverage container (i.e. exceeding two quarts) are prohibited. If found, it will be confiscated and emptied.
- No more than 10 people will be allowed to congregate in one suite.
- Selling of alcoholic beverages and cover charges for “parties” is strictly prohibited.
- Under no circumstances are any open alcohol containers allowed to be carried out of a suite and into the hallway. Staff members will confiscate and dispose of any open alcohol.
- **YOU ARE PERSONALLY AND FINANCIALLY RESPONSIBLE FOR THE CONDUCT OF YOUR GUEST.**
- **UNIVERSITY PLAZA STAFF RESERVES THE RIGHT TO BREAK UP ANY GATHERING DEEMED BY PLAZA STAFF TO BE DISRUPTIVE.**
- **It is expected that the resident will be cooperative and follow the directions of University Plaza Staff in the enforcement of these policies. Failure to do so could be grounds for the termination of your contract and /or arrest.**

Any infractions of these policies may result in a find and/or termination.

### **DRUGS AND NARCOTICS**

*University Plaza maintains a zero tolerance policy for the possession or use of illegal drugs or paraphernalia. Possession or use of these items is grounds for immediate termination of the contract.*

**The possession, use, or sale of illegal drugs, narcotics, or controlled substances is prohibited by local, state and federal law. The appropriate authorities will be contacted if you are suspected of violating these laws.**

### **BUILDING SECURITY**

Building security is a responsibility of all residents. It is your responsibility, and that of your guest(s), to comply with all building security procedures and policies which may include, but are not limited to: escorting your guest(s) within the building, using only authorized entrances/exits and displaying proper identification when required. Do not prop open any door. If you see someone on the floor that concerns you, please call the Front Desk at 758-0666. University Plaza has a full security staff with an on-site Director of Security. See the section on Departments for more information.

### **THEFT**

The unauthorized possession of property belonging to University Plaza or others in your room is against University Plaza regulations. (This includes such items as public area furniture, road signs, name plates, and tableware/silverware from Café 900).

### **VANDALISM OR CRIMINAL DAMAGE TO PROPERTY**

Knowingly damaging University Plaza property or the property of others is a violation of University Plaza regulations and could constitute a Class II Violation. You will be required to pay for the damages or replacement of items vandalized. In addition, you will be fined and the incident documented. In the case of serious infractions, the authorities will be contacted and you may be criminally prosecuted.

This includes using University Plaza property for sporting activities other than what specific recreational areas were designed and intended for.

### **SMOKING POLICY**

University Plaza provides a smoke-free environment. The smoking of cigarettes, cigars, and/or pipes anywhere inside is strictly prohibited. This includes your room.

### **POSTERS**

The RA for each floor is in charge of the bulletin board for that floor. All other posters and notices must be approved at the Front Desk prior to posting.

### **CLEANLINESS**

You are not only responsible for the cleanliness of your room, but of the floor you live on and the rest of University Plaza property. Housekeeping is provided to maintain a hospitable and clean environment. However, they are not provided to clean up after residents. If you make a mess, clean it up.

**Please note: Bathrooms must be cleaned by Housekeeping at least once a month.**

If you have a spill or a stain that needs immediate attention, notify Housekeeping as soon as possible. Often these mishaps can be cleared up without leaving a stain if they are dealt with immediately. However, if left untreated, the stain may be permanent and the cost of replacement or deep cleaning will be assessed to your room at the end of the semester. Save yourself money and take care of accidents when they happen! Our Housekeepers clean up after over 800 college students. What more needs to be said?

If Housekeeping needs to clean-up in common areas not assignable to specific individuals in the lounges, halls, laundry rooms, Central, etc., clean-up charges will be assessed equally to all residents of the room, floor, tower or towers. It is in your best interest to keep the areas as neat as possible, clean up after yourself, and report anyone who abuses the privilege of living in a community atmosphere. Residents are responsible for leaving their suite upon move out, in the condition they moved into the suite. If a resident willingly leaves his/her suite in unacceptable condition, a fine may be assessed to that resident.

### **ID CARD**

A photo identification card will be issued to all residents. **This card remains the property of University Plaza and must be surrendered upon request.** You may not loan, sell, give, assign or allow usage of your ID by any other party. The ID card serves as your key to access the elevator, proof of residency, and meal ticket. Replacement of your ID card is \$35.00. In certain cases, it may be necessary to obtain a temporary ID card from the front desk. **Temporary ID cards are issued by the front desk staff, and are for limited use only; a deposit must be put down for a temporary ID; you may be asked at any time to relinquish the temporary ID card, and to pay for the replacement of your original, at the discretion of University Plaza.** Misuse of your ID card will be fined and /or prosecuted.

### **REQUEST BY UNIVERSITY PLAZA STAFF**

Residents are required to follow the requests of University Plaza Resident Assistants, Senior Staff and other staff members who are in the performance of their duties. Failure to comply with such requests may result in disciplinary action.

### **PARKING REGULATIONS & VISITOR PARKING**

The University Plaza parking lot is a private lot for the use of University Plaza residents and staff. All vehicles must display a valid University Plaza parking sticker in the lower, driver's side front window.

Vehicles must be parked within the lines and occupy only one space. **Parking Stickers are sold on a first-come, first-serve basis at designated times.**

**The front row of spaces immediately west of each tower are reserved for visitors of University Plaza. Visitors must register their cars with the Front Desk and receive a Visitor Parking Pass. This pass is valid until noon the following day. Violations will result in the possibility of the vehicle being towed at the owner's expense. It is your responsibility to inform your guests of the parking regulations.** If no spaces are available, your guest must find alternative parking. If your guest will not be spending the night, we recommend he/she find a temporary parking spot on Crane Drive.

University Plaza maintains visitor parking spaces for the convenience of its residents. If the Plaza has reason to believe that visitor-parking privileges are being abused, they maintain the right to limit the number of uses or deny the use of a visitor parking pass to any resident or guest. As a standard, residents are allowed to request a visitor-parking pass for the same car, two times per week.

University Plaza staff typically suspends towing from **noon on Friday until 10pm on Monday** of a given weekend. Towing is also suspended during official breaks, openings, and closings.

**No refunds will be given to persons whose vehicle was in violation of University Plaza parking regulations and whose vehicle was towed.**

### **Parking Violations**

- **Improperly Parked:** Vehicle parked in a manner in which the vehicle occupies more than one space, is not parked parallel with the yellow lines, or is parked anywhere other than a designated parking space.
- **No Parking/Fire Lane:** Vehicle parked in a designated no parking or fire lane. The DeKalb Police will issue tickets (at their discretion) to all vehicles left unattended in the fire lanes: The length of time the driver leaves the vehicle unattended does not matter.
- **No Parking Aisle:** Vehicle parked anywhere other than a designated parking space.
- **No Parking/Visitor:** Vehicle with valid University Plaza sticker parked in visitor's parking or vehicle with none or improperly placed visitor's parking pass. This includes expired passes.
- **Sticker Improperly Placed:** A registered vehicle not displaying a University Plaza sticker in the manner prescribed by the permit agreement.
- **No Sticker:** Any vehicle parked in the lot without a valid University Plaza sticker.

### **\*Vehicles at University Plaza are subject to a two-strike policy:**

1. **Vehicles found in violation will be ticketed with a UP towing warning sticker, and their license number will be recorded.**
2. **If the vehicle is found again in violation, at any other time during the year, it will be towed.**

\*Persons who park their vehicle on University Plaza property do so at their own risk. Vehicles may be towed at the discretion of University Plaza staff.

### **MOTORCYCLE PARKING**

Motorcycles are treated as regular vehicles and must be parked in regular lot spaces with an approved parking pass at the rate of \$62.50 per year. Stickers should be placed on the front of the bike in a visible area. DeKalb fire code prohibits motor vehicles from being parked under the building near the bike racks. Any vehicles parked under the racks in this manner will be treated as vehicles parked in violation, and will be warned just as any other vehicle.

### **HOLIDAY DECORATIONS**

University Plaza encourages residents to be proud of their heritage and celebrate appropriate holidays. Holidays should be a joyous season for all. In order to avoid accidents, some guidelines are needed regarding decorations.

Remember that any type of candle is a fire hazard and possession of, or burning of, candles or incense is strictly prohibited.

*ONLY ARTIFICIAL TREES* are to be used in University Plaza. Trees should not be placed where exits or corridors are obstructed. They should be fastened to a stable base and kept away from sources of heat.

Only UL approved lighting may be used. Avoid tree lights in disrepair. String lights should be hung with tape or with plastic tacks. No part of the wire should be touching the metal portion of the tack.

Spray “snow” on windows is prohibited. Do not block lights with colored paper or change University Plaza installed lighting with colored light bulbs.

### **PET POLICY**

No pets are allowed on University Plaza Property. Fish and small, water-bound turtles are allowed with approval from your Resident Assistant.

### **COMMON AREA FURNITURE**

Furniture in common areas are provided for the relaxation and comfort of all residents and guests. It is strictly forbidden to remove any of the furniture for use in a personal suite or to move furniture to different locations in the building.

### **SAFETY & SECURITY EQUIPMENT**

Fire safety equipment and all security equipment is the property of University Plaza. Tampering with any of these devices could result in equipment malfunction when needed, resulting in injury to persons or property. Tampering with safety equipment is also a violation of state and local laws. University Plaza considers tampering with safety and/or security equipment a severe infraction that may be punishable by fines, termination of the Residence Hall Contract and/or prosecution under State of Illinois law. This includes, but is not limited to, tampering with security cameras, lifesaving equipment, fire safety equipment (including fire exit signs, fire exit doors and any doors at the Plaza), smoke detectors and fire alarms.

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## **VIOLATIONS**

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The following is a brief summary of University Plaza Policies and Regulations. All violations may be grounds for disciplinary action including, but not limited to, fines and Contract termination. Fines for offenses are available to students upon request, and are subject to change at the discretion of University Plaza.

### **CLASS I VIOLATIONS**

Class I Violations are considered the most severe violations and are grounds for immediate termination of the University Plaza Residence Hall Contract. The offending party will be given a 7-day Notice informing them that they must vacate the premises. These violations include:

- Violation of state, federal and local laws, including, but not limited to, assault, battery, possession of drugs or drug paraphernalia.
- Unauthorized room changes
- Tampering with the elevators
- Possession or use of fireworks
- Possession of any type of weapon (to include bb/pellet guns and air rifles), ammunition or explosives device
- Harmful, threatening, or harassing conduct, or actual assault or battery to or upon any Staff member or resident. This includes, but is not limited to, physical violence, harassing telephone calls or letters, or threats of physical violence.
- Tampering with security equipment including locks, security cameras, and fire safety equipment, including, but not limited to, fire alarms.
- Failure to comply with guest policy.
- Tampering with life safety equipment.
- Assisting others to gain unauthorized access to the building.
- Shooting / throwing paintballs, darts, pellets, etc.

### **CLASS II VIOLATIONS**

Those individuals who are written up for Class II Violations will be allowed three infractions (write-ups) per academic semester. These infractions may result in fines. Upon the fourth write-up, a 7 day Notice will be served on the offender informing them of their Residence Hall Contract Termination and giving them seven (7) days to vacate the premises. Fines will be imposed based on the severity of the violation. Class II Violations include:

- Alcohol policy violation
- Misuse of University Plaza ID
- Removal, alteration, or modification of a window or window screen
- Violation of “pet” policy
- Removal of common area furniture
- Removal of room furniture or mattress from the room and/or suite
- Violation of appliance and cooking policy.
- Violation of smoking policy
- Burning of or possession of any type of burning material, including candles and incense.
- Engaging in any act that endangers the safety of others, including, but not limited to, dangerous pranks.
- Showing disrespect to a member of University Plaza Staff.

- Participation individually, or as part of a group, in an action which may result in damage to property or injury to persons.
- Failure to provide University Plaza ID when requested by University Plaza Staff
- Throwing or dropping objects or spraying liquids or spitting from windows

### **CLASS III VIOLATIONS**

Those individuals who are written up for Class III Violations will be fined according to the severity of the action. Repeat offenses and/or severe offenses may be grounds for Contract termination.

- Noise violations
- Unauthorized use of emergency exits
- Failure to return key and /or ID when requested at breaks, upon termination, or when requested.
- Removal of food from cafeteria
- Failure to follow procedures at move-in, move-out and during breaks and recesses.
- Failure to dispose of garbage properly.
- Unauthorized parking of bicycles inside the residence hall or against any accessibility ramp.

### **CANDLE CONFISCATION BY HOUSEKEEPING**

During housekeeping periods, staff may run across candles in your room. We understand that many residents may buy candles for gifts from time to time. If staff discovers an unburned or packaged candle, they will leave a warning notice on your doorknob, instructing you to remove the item from the building. If burned or used candles are discovered, they will be confiscated and a fine will be issued, citing violation of DeKalb City code.

### **HARRASSMENT**

University Plaza adopts the same policy on harassment as that of Northern Illinois University, and it follows as such:

Harassment of individuals-especially based on race, ethnicity, religion, gender, sexual orientation, or disability-cannot and will not be tolerated in University Plaza. Such harassment is defined as: acting or communicating in a manner that intentionally harasses, coerces, intimidates, threatens, or seriously embarrasses any person(s) on the basis of race, ethnicity, religion, gender, sexual orientation, or disability. Such conduct if substantially proven is considered a Class I Violation by University Plaza standards, and could result in the termination of contract and/or a minimum fine of \$50.00.

### **AUTHORITY TO ASSESS FINES & OTHER REMEDIES**

Failure to observe University Plaza regulations and federal, state, or local laws, subjects the violator to disciplinary action and/or prosecution in criminal or civil courts, and/or remedial action under the terms of the Contract, including, but not limited to, the authority to assess fines for violations.

### **APPEALING FINES**

Fines are levied by our Judicial Officer. You will have three academic days to appeal a fine. **The form to appeal a fine is available at the Front Desk and can be submitted there in a sealed envelope.**

This is done to protect your privacy. The Judicial Officer will determine from the form you submit if your fine may be appealed. If granted a hearing by the Judicial Officer you must bring with you all evidence that will support your version of the facts.

A determination on your appeal will be made within twenty-four hours of your hearing. **If you are not successful in your appeal, you must pay the fine within three (3) days of the hearing.**

**PAYMENT OF FINES**

All fines that are not appealed must be paid within seven (7) days of issuance. There is a \$10 per week late fee for any unpaid fines. All fines will be immediately assessed to a resident's individual account, with a description of the violation. In addition, unpaid fines will be recorded on any further statements.

# WAIVER AND RELEASE

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The undersigned hereby waives and releases the owner of University Plaza Residence Hall and University Plaza, a Limited Partnership, and their respective partners, employees and agents, from any and all claims, demands, causes of action and liabilities including, but not limited to injury, death and damage to or loss of property arising out of any act, occurrence or condition while on the University Plaza property, including but not limited to those arising out of or relating to or in connection with the use of any of the University Plaza facilities or equipment. It is understood that these policies may be adapted or revised without notice.

The undersigned hereby acknowledges receipt of the University Plaza Rules and Regulations Guidebook and acknowledges that it is his or her responsibility to read, understand and abide by same.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Printed Name

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
University Plaza Staff

\_\_\_\_\_  
Date