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# WELCOME!

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Thank you for choosing University Plaza as your home. We 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, shared common area living environment, structured policies and regulations are a necessity. In this packet you will find information you will need to understand the policies 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 with or without notice.

We know 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 do our best to provide an environment conducive to study, fitness and recreation. If you ever have any questions or concerns, please feel free to seek out your RA, a member of Senior Staff, the Front Desk, or anyone in the Management Office by appointment.

## 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.

### 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, FedEx, etc., 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. Though we strive our best to provide this service to residents, University Plaza reserves the right to not accept packages at our discretion.

### Equipment for Loan

There are numerous items for loan from the Front Desk on a first come first served basis. Some items available include 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 for the current price per the USPS standards.

### Guest Meal Tickets

Guest meal tickets are available at the sales counter inside Café 900. Non-residents may use cash or University Plaza Bucks to purchase meals. **Residents may not use their personal meal plans for guests.** University Plaza Bucks can be used to purchase guest meals or additional meals above and beyond your meal plan. Additional funds can be added to your University Plaza Bucks account in Café 900 where you may also check your balance.

### Guest Parking Passes

Guest parking passes are needed for **ALL** visitors who do not reside here.

### 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 until midnight; the Front Desk may not have change during breaks. University Plaza assumes no responsibility for items that are lost, stolen or damaged.

## **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 must accompany guests at all times.**

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

**Weight Room** - Our Weight Room is complete with free weights, cardiovascular, & circuit training equipment. Please be courteous to your fellow residents and abide by the posted rules and

regulations. The Weight Room is unattended; you should always consult a physician before beginning any workout regimen, and use of these facilities is done so at your own risk. The waiver provided to you at check-in must be signed and turned in prior to use of the facility. **Residents must remain with their guests at all times. University Plaza reserves the right to limit the number of guests and the number of visits a guest can make to use these facilities. It is important to make sure that Residents as well as guests are wearing the appropriate clothing when using the weight room. Athletic clothing and tennis shoes should be worn by all residents and guests while using the weight room; anyone not wearing the appropriate attire will be asked to leave.**

**Programming room**- A multi-purpose 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 in the Management Office.

**Pool** - The indoor heated pool provides a chance for recreation and cardiovascular training.

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

## 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
- An internal phone system
- Wireless Internet
- Air Unit (HVAC)

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**

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 will 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 two weeks of your departure, and the remainder of your Damage Deposit will be returned to you within two months.

### **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.

Because of the nature of our heating and air conditioning system, there are two times during the year that residents typically find it difficult to adjust to the changing weather; at the beginning of the Fall semester and near the end of the Spring semester. We try to accommodate for the majority of the residents when converting from air conditioning to heat, and from heat back to air conditioning. There may be a short period during this time where you find that your room is not warm enough, or not cool enough for your tastes. If this happens, please adjust accordingly with added blankets, or with fans. Your RA may also be able to assist you with the comfort level of your room.

### **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.

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, PS3, or Wii, see the Telecommunications Director in the Management Office in Central. He may be reached at [telecom@uplaza.com](mailto:telecom@uplaza.com).

## **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 OR COOKING 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.**
- **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 one 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. University Plaza strongly encourages Renter's Insurance.

## **ROOM KEYS & LOCKOUTS**

Your room key and ID are 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 cannot pay cash at the time of the lockout.**

If you do not turn in your key(s) and/or ID at the end of the year, you will be charged separately for each key that is lost and your ID.

Your room keys and ID are the property of University Plaza. You may not duplicate them or lend them to anyone for any reason. If you give your keys and/or ID to anyone, disciplinary action will be taken. If you are asked by a member of University Plaza staff, you **MUST** surrender your keys/ID.

### **DECORATING**

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   | -illegal narcotics                   |
| -any flammable substance      | -water beds  | -anything larger than a pocket knife |
| firearms, ammunition, etc.    | -small motorized vehicles or any kind of powered scooter |                                      |

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 room.

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 twice in the fall the Fire Inspector comes to visit the hall and does a building-wide inspection, including every room. Once for an initial inspection, and the second time to inspect and make sure the items addressed have been corrected. 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)
- Holiday lights hung improperly (they must hang over a hook, not pinned through)
- Cords running across a fire exit (computer cords/extensions running across doorframe)
- Standing floor lamps with non-opposable heads

You will be notified prior to the inspection via floor notifications and mailbox reminders. Please 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**

### **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.**

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.

On the following page 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. There is a standard minimum \$50.00 charge for labor by the hour plus the costs associated with the damaged item and its repair or replacement. Prices for damages are subject to change without notification.

<b>FLOOR</b>	
carpet stains	\$75.00
burns on carpet	\$300-\$1500.00
scuff marks	\$35.00
Gum on floor	\$50.00
<b>WALLS</b>	
Stickers	\$50.00
stickies or Velcro	\$50.00
mirror (broken)	\$250.00
holes (large)	\$300.00
nail holes	\$75.00
stickers on mirror	\$50.00
excessive scuffs & marks	\$100.00
sticky tack (grease marks)	\$50.00
Plaster (repaired by other than Plaza maintenance)	\$200.00 plus
switch plate	\$10.00
<b>BATHROOMS</b>	
sink replacement	\$500.00
marks and stains on tile	\$75.00
towel bar (loose)	\$50.00
towel bar (broken)	\$50.00
toilet paper holder (broken)	\$50.00

<b>FURNITURE</b>	
chipped or scratched	\$70.00
mattress damaged	\$200.00
Chair	\$125.00
Bed	\$300.00
Dresser	\$350.00
Desk	\$325.00
drawer (broken)	\$60.00
living room floor lamp	\$70.00
floor lamp shade (broken)	\$20.00
single room floor lamp	\$90.00
living room TV stand	\$175.00
<b>CLOSET</b>	
clothes bar (broken)	\$50.00
Hooks	\$20.00
<b>DOORS</b>	
holes (large)	\$300.00
striker / door handle	\$300.00
Lock replacement	\$100.00
deep scratches / chips	\$85.00
Stickers	\$50.00
fire escape door decal	\$20.00
<b>WINDOWS</b>	
Blinds (replaced)	\$200.00

Toilet	\$250.00	string for blinds	\$50.00
toilet seat	\$50.00	boards for blinds	\$100.00
toilet tank cover	\$50.00	wand for blinds	\$25.00
stickers on mirror	\$50.00	Window	\$400.00
shower curtain	\$20.00	Locks	\$110.00
mirror (broken)	\$350.00	screen (holes or torn)	\$75.00

<b>CEILING</b>	
holes (larger than hook size)	\$220.00
spots	\$50-100.00 plus
tile replacement (per tile)	\$50.00

<b>MISCELLANEOUS</b>	
HVAC cover	\$500.00
telephone jack/cat 5 jack	\$100.00
outer door number	\$50.00

**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 makes all efforts to respect one’s privacy, management and Resident Life Staff will make all efforts to avoid room entry without prior notification. Therefore, RAs and other Staff members are not allowed to enter resident’s rooms without his/her permission with the following exceptions:

**BIWEEKLY CLEANING**

University Plaza staff will enter a resident’s room in conjunction with routine, biweekly room cleaning. 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. *Do not leave notes on door or dry erase board.*

**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 conducts 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. A “While You Were Out” tag and/or copy of the work order will posted.

## EMERGENCIES / VIOLATIONS

University Plaza Staff may 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 reasonable belief that there is a violation of the residence hall regulations or an illegal activity 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 like an “imminent threat.” At that time, Plaza Staff will knock, very briefly, and enter your room to make sure the room is vacated or to alert you of the situation.**

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## 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.

<http://www.crh.noaa.gov/lot>

### EMERGENCY TELEPHONE NUMBERS

Fire Department.....	911	
Emergencies.....	911	
Police.....	911	815-748-8400 (DeKalb PD Non-emergency)
University Health Service.....	753-1311	815-753-1212 (NIU PD Non-emergency)

### 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. Use your phone or cell phone if needed.
2. If the door is cool and the hallway is clear, leave your room door open and proceed to the closest stairwell and exit the building. **DO NOT USE THE ELEVATORS! (Elevators will automatically drop and stay at the ground level in the event of a fire alarm)**
3. Return to the building only when instructed by the Fire Department or University Plaza Staff 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 you are 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**

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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. Contact the Director of Dining Services at 815-754-5770 or at [cafe900@uplaza.com](mailto:cafe900@uplaza.com).

### **INTEGRATED DINING IN CAFÉ 900**

To go items are available for purchase in Café 900 through the Integrated Dining concept. The C-Store retail items have now been worked into your dining experience. What this means is that you may use your Plaza Bucks, Visa, Master Card, or cash to purchase retail items along with swiping your meal card for breakfast, lunch, or dinner. **Please note – all packaged/disposable/or “to go” items are for retail purchase only and you WILL be charged accordingly.** Take note of the gold signs located in multiple spots, these signs indicate the *for purchase* items. For example, using a disposable “to go” cup as opposed to a china mug for coffee, or a glass for your beverage at a meal, will be treated as a retail candy bars, beverages, and the like) will be treated as retail purchases, and you will be charged for them. Please see your RA, the Director of Student Relations, or a Café 900 staff member with any questions you may have.

When you enter the cafeteria, anything that is not prepackaged or “to go” at the various food stations is included in your all you can eat meal plan. Please note, however, that once you enter the cafeteria you must consume your meal there, you may not leave and come back once you have swiped your meal card. Again, please feel free to ask your RA, the Director of Student Relations, or any Café 900 staff member for assistance if you are unsure.

### **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. We proudly brew Starbucks, however the cream drink/espresso bar is for purchase only! Please remember all packaged items (including, but not limited to salads, sandwiches, chips, and cookies).

### **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. This service can be discontinued if you are suspected or found misusing service. You may be asked to show medical proof of necessity to receive sick tray service for an extended period of time.

### **SANS TRAY – GOING GREEN!**

University Plaza is committed to reducing its Carbon Footprint. You are invited to join the trayless movement in Café 900, which reduces food waste, water usage, as well as helping you stave off the “freshman 15.”

### **SACK LUNCHES**

Sack lunches (and occasional dinners) 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 University Plaza policies. You may not use your allotted meals per week to swipe in a guest and/or resident to eat at any time.

### **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. 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 Resident Assistant, 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. Any room change must be approved, in advance, by the Director of Operations. 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 and as needed throughout the semester, the Resident Assistant will post flyers for an introductory floor meeting.

## **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 please lower the volume. University Plaza Management reserves the right to determine when a room is too loud. **Noise warnings do not have to be given at any time before a write up.**

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.**

## **GUESTS**

Residents who want to have an overnight guest must obtain the permission of their 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 Security prior to the visit.

**Guests may not be accommodated at University Plaza for more than three (3) consecutive days during any thirty-day period, and no more than 6 days in any given month—without prior approval by management.**

**Guests under 16 years old are not allowed in the residence hall from 10:00p.m. to 10:00a.m. at all times, including but not limited to the duration of the entire academic school year; including all closings and summer months.**

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

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

**\*\*\*There is a 3 guest per resident limit at any one time at University Plaza year round including closings. Your guest *MUST* have a state ID or valid driver's license to be checked in at the Security post or they will NOT be allowed in. This policy is in effect for the duration of the entire academic school year; including all closings and summer months. A reminder that all guest vehicles *MUST* be registered at the Front Desk/Security Post and have a current orange guest parking pass displayed in the front windshield.**

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

When 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 Director of Operations. 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 will 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 with approval and payment of fees, 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, are in good account standing, and have 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 is not responsible for its value or safekeeping.

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

Shoes, shirts, and street clothes are required. No pajamas and/or exposed under garments may be worn in common areas and/or food service. ***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**

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 are prohibited. If found, it will be confiscated and emptied.
- 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 GUESTS.**
- **UNIVERSITY PLAZA STAFF RESERVES THE RIGHT TO DISPERSE 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 can be grounds for the termination of your contract and /or arrest.**

Any infractions of these policies may result in a fine and/or termination of your housing contract.

### **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 your housing 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.

### **THEFT**

The unauthorized possession of property belonging to University Plaza or any other resident/guest/staff member in your room is against University Plaza regulations. Any instances of theft will result in the termination of your resident contract. (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 (see the section on Violations). You will be required to pay for the damages or replacement of items vandalized.

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

### **SMOKING POLICY**

University Plaza is a smoke-free environment. The smoking of cigarettes, cigars, hookahs, and/or pipes anywhere inside is strictly prohibited. This includes your room. The designated smoking location on University Plaza property is behind the North and South towers under the overhangs. If a staff member (on or off duty) asks you to move the Illinois law dictated 15 feet away from ALL windows and doors, you are expected to comply.

### **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 responsible for the cleanliness of your room, and 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.

**Please note: Bathrooms must be cleaned by Housekeeping at least once a month per our local Health Code Ordinance.**

If you have a spill or leave 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.

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 \$50.00. 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.

### **Access Control**

University Plaza utilizes an access control system throughout the entire building. This access control system helps prevent unauthorized access to the towers and resident floors. Only access cards (Resident Identification cards) provided by University Plaza will allow residents to access their individual towers and elevators. The swipe stations leading into the towers will be active at all times during the course of the academic year. The swipe stations leading into the building will be active from 11:00 PM until 6:00 AM daily requiring a University Plaza ID card to access the building. Your University Plaza ID card must be on your person at all times in order to gain access to University Plaza.

### **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 back 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 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 staff typically suspends towing from **noon on Friday until 10pm on Monday** of a given weekend. Towing is *usually* suspended during official breaks, openings, and closings. University Plaza reserves the right to tow at any time.

Motorcycles are treated as normal vehicles.

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

### **Parking Violations.**

- **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/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.
- **No Sticker:** Any vehicle parked in the lot without a valid University Plaza sticker.

### **HOLIDAY 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. 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.

### **PET POLICY**

Only fish are allowed with approval from your Resident Assistant and/or the Director of Operations.

### **COMMON AREA FURNITURE**

Furniture in common areas are provided for the relaxation and comfort of all residents and guests. Please refrain from removing any furniture from the lobby.

### **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, AED located at the Front Desk, first aid kits, pull stations of fire alarms, and lights.

## **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.

### **CLASS I VIOLATIONS**

These violations include:

- Violation of state, federal and local laws, including, but not limited to, assault, battery, possession of illegal 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 or guest. 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.
- Failure to comply with Staff requests to produce identification and/or cease activities which are in breach of resident contract
- Throwing or dropping objects or spraying liquids or spitting from Windows

### **CLASS II VIOLATIONS**

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.
- Participation individually, or as part of a group, in an action which may result in damage to property or injury to persons.

### **CLASS III VIOLATIONS**

Class III violations include:

- 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.

Below is a **non-inclusive** list of fines rendered by the Judicial Officer at University Plaza for an infraction. All fines are subject to change without notice at the discretion of University Plaza Management without notice. Management reserves the right

<b>Class I Violations</b>	<b>Fine</b>
Violation of State & Federal law, including, but not limited to, assault, battery, possession of illegal drugs or drug paraphernalia	\$100
Possession of any type of weapon, ammunition or explosive device, including paintballs and/or paint guns	\$100
Harmful, threatening, or harassing conduct to or upon any staff member or resident. This includes, but is not limited to, harassing phone calls, conversations, letters, etc.	\$75
Possession of fireworks.	\$50
Intentionally tampering with the elevator to cause damage.	\$75
Failure to yield Plaza ID when requested by Staff member	\$75
Tampering with security equipment, including locks, exits, and entrances, and security cameras.	\$75
Allowing one's room key to be duplicated or modified or using a key to gain entry to a floor or room other than one's own.	\$100

<b>Class II Violations</b>	<b>Fine</b>
Projecting or dropping dangerous objects from a building or window (cans, bottles, hard plastics, etc.)	\$50
Relinquishing possession of one's room key to another person or having possession of a key not issued to that person.	\$50
Violation of Alcoholic Beverage Policy	\$50
Possession of alcoholic containers over two (2) gallons	\$50
Engaging in acts that may endanger the safety of another specific individual	\$50
Movement of public furniture and/or other residence hall equipment from its designated location and/or to student rooms	\$50
Violation of pet policy	\$50
Removal, alteration, or modification of a window or window screen assembly, installation, or mechanism	\$50
Misuse of University Plaza ID card	\$40
Violation of appliance policy	\$25
Violation of smoking policy (illegal substances will constitute an additional, larger fine)	\$50
Failure to yield Plaza ID when requested by Staff member	\$20
Any disruptive action that violates normal socially accepted rules of conduct or may seriously annoy and/or disturb other customers in the dining room	\$25
Unauthorized entry into the dining room	\$50
Participation individually or as a group in action resulting in damage to persons or property	\$50
Failure to comply with guest policy, including children	\$50
Unauthorized room changes	\$50

<b>Class III Violations</b>	<b>Fine</b>
Violation of the noise policy (first occurrence)	\$15
Violation of the noise policy (second occurrence)	\$20
Unauthorized use of emergency exit	\$25
Removal of food from cafeteria	\$25
Failure to dispose of garbage properly (pizza boxes, or any item not approved for disposal)	\$15
Failure to return key or ID when requested at breaks, upon termination, or upon closing	\$25
Failure to follow procedures at move-in, move-out, and during breaks and recesses	\$15
Unauthorized parking of bicycles inside the residence hall or against any accessibility ramp	\$15
Possession of candles (regardless of use or decoration)	\$25
Possession of incense (regardless of use or decoration)	\$25
Removal of furniture or mattress from room	\$15

### **CANDLE CONFISCATION BY HOUSEKEEPING**

Housekeeping staff may come across candles or other banned items 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. Please note that wicks cut out of a candle are still considered a violation and will be treated as such.

### **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 ability will not be tolerated at 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 ability. 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 \$75.00.

### **APPEALING FINES OR WRITE UPS**

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.**

**Please note:** *ALL* required forms must be in a sealed envelope and fully completed to schedule an appeal. You **MUST** schedule a time slot for your appeal with the Front Desk when you turn in your paperwork. Failure to follow any of the above procedures may result in an automatic denial of your request for an appeal.

### **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.