



**INDIANA UNIVERSITY
SOUTHEAST**

OFFICE OF RESIDENCE LIFE AND HOUSING

Residence Life & Housing Student Handbook

Welcome to Residence Life and Housing!

Welcome to Indiana University Southeast and to the Residence Life community. We hope your experience on campus is enjoyable and that you consider your lodge a home away from home.

By deciding to live on campus, you have chosen “the total college experience.” You will find many student-centered programs and services to assist with your personal and academic success. As a member of the lodge community, you will have the opportunity to participate in various programs and activities, evolve as a leader and impact your community. The Residence Life and Housing staff is here to help you meet and exceed your goals. We see your endeavors here at IU Southeast as a partnership, so please contact us if you have an idea, need help, or just want to find more ways to be involved.

This handbook is filled with important information related to living on campus. These guidelines have been established to maximize your comfort, convenience, safety, and to establish expectations of behavior essential for a meaningful and productive community. This handbook is not a complete statement of University policies pertaining to student life. For further information, students should consult the Housing Contract, the IU Code of Student Rights, Responsibilities, and Conduct, and Residence Life and Housing staff members. Your understanding and respect of these policies are critical to your success as a member of the campus community.

We want you to enjoy living on campus, but more than that, we want you to be a better and more successful person because you lived here. If you have any questions or have any needs, please stop by the office. We are happy to help with whatever we can and are here to support your journey. Please let us know what we can do to assist you.

Sincerely,
Residence Life and Housing Staff
Meadow Lodge 103

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Office of Residence Life and Housing

Meadow Lodge 103

Phone: (812) 941-2115

E-mail: liveon@ius.edu

Web page: www.ius.edu/housing

For assistance after normal business hours, please contact the CA on call:

When leaving a message, please leave a room number and a telephone number.

CA on Call North (Meadow, Forest, and Woodland)

(502) 271-8562

CA on Call South (Grove and Orchard)

(502) 287-3250

General Information

Mission Statement

The Office of Residence Life and Housing creates living-learning environments committed to holistic student development, academic success, and civic engagement. The department strives to provide safe, well-maintained housing facilities that engage students in meaningful discourse and interaction while providing opportunities for personal growth and service to the community.

Pillars of the IU Southeast Residential Community

The Pillars of the IU Southeast Residential Community guide the work done by staff in the department and define the ways in which lodge communities are shaped. Each pillar acts as a support in helping students learn, develop, and grow during their time of living on campus. The five pillars of the residential community include:

Connections

Resident students learn more about themselves and others through an examination of personal values. They develop close connections with peers in a supportive, nurturing community.

Cultural & Global Awareness

Resident students develop a knowledge and appreciation of other cultures while promoting the understanding of sensitivity and respect as an integral part to interactions between individuals and groups.

Integrated Learning

Resident students integrate life experiences and classroom learning in a dynamic living environment that is conducive to academic success. Life skills develop in a supportive environment.

Civic Engagement

Resident students gain an understanding of issues surrounding them in the world today and participate in activities that make a contribution to society.

Leadership Development

Resident students value the opportunity for self-governance and understand the impact an individual's actions can have on others. Residents enhance their leadership skills through increased participation in student-led and designed activities.

Resident Rights and Responsibilities

Living in the lodges can be the most fun and memorable experience that a student can choose. Engaging successfully in a close community can also be challenging as individuals interact with others who have values, beliefs, orientations, and lifestyles different from their own. It is important for resident students to remember that all members of the community serve a valued role. Because a large number of students live together in close proximity, a certain set of standards must be understood. The list below outlines resident student rights and responsibilities which are designed to ensure that everyone has a successful experience on campus. These rights and responsibilities also help to protect the health, welfare, and comfort of everyone in the lodge community.

Residence Life and Housing Bill of Rights (adapted from the Association of College and University Housing Officers – International)

Each resident has the right:

1. To a safe, well-maintained living environment.
2. To live in a community free of intolerance, bigotry, and abuse.
3. To free access to his or her room, apartment, and the community spaces in his or her lodge.
4. To study in the lodge free of unruly and disruptive behavior.
5. To engage in critical evaluation and debate of differing views, opinions, values, and beliefs in a manner that affirms the diversity of the world around us.
6. To confront, in an appropriate way, the inappropriate or unacceptable behavior or conduct of another resident.

Each resident is responsible for:

1. Knowing and understanding the contents of the Residence Life and Housing Student Handbook, the IU Code of Student Rights, Responsibilities, and Conduct, and the Housing Contract.
2. Taking ownership of the community in which they have chosen to live.
3. Respecting the individual rights and freedoms of other members of the community, even when they may not agree.
4. Reporting any damage in their apartment or lodge to RLH staff (Meadow Lodge 103) as soon as possible.
5. Being an active participant in their own residential and academic experience.
6. Engaging in service to IU Southeast and the local community.
7. Following and reporting violations of RLH and University policies.

The Office of Residence Life and Housing

The Residence Life and Housing program is an integral part of the educational initiatives of the institution. The Office of Residence Life and Housing, within the division of Student Affairs, supports the academic mission of IU Southeast by creating on-campus living communities that foster personal growth and development, academic success, social responsibility, cultural understanding, and leadership in residential students. University housing is available to all IU Southeast students regardless of age, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, gender identity and/or expression, or veteran status. The Residence Life program provides educational, cultural, social, and recreational programs in all lodges in partnership with students, faculty, and staff.

Residence Life Staff

Community Advisors (CA)

The Residence Life staff member residents will see most often is their Community Advisor. CAs are students assigned to a specific community and are chosen for their leadership, maturity, and desire to help others. Their major responsibilities include knowing each student in their community, serving as a resource, making referrals, planning activities, facilitating a lodge environment conducive to community living and learning, and familiarizing students with University services and regulations. Students who have a roommate conflict or need other assistance should first call their CA for help or guidance.

Office Services Assistant

The Office Services Assistant is responsible for many administrative functions within the department. These responsibilities include supervising the student office assistants and making sure that the office is running smoothly. Students who have any questions about a package, lockout, or work order, or have other office-related needs should see this person.

Manager of Housing Operations

The Manager of Housing Operations is responsible for managing all housing assignments and placements, including room switches, and is the primary point of contact for students with questions related to their housing contract. This person oversees check-in and check-out procedures and bills students for housing related charges. In the summer months, this staff member oversees all conferencing initiatives that take place in the lodges.

Assistant Director of Residence Life and Housing

The Assistant Director of Residence Life and Housing is a professional staff member who lives in one of the lodges. The Assistant Director's main purpose is to supervise the CAs and any other student group within the lodges, assist with any emergencies or roommate conflicts that the CAs are unable to resolve, and help facilitate the student conduct process. This staff member is also responsible for fostering and facilitating the living learning experience of students living in the lodges.

Director of Residence Life and Housing

The Director of Residence Life and Housing oversees the entire Residence Life and Housing operation and is responsible for supervising student, professional, and office staff. The Director is responsible for the maintenance of facilities, the budget, and policies or procedures while also serving as a University student conduct officer.

Housekeeping and Maintenance Staff

Housekeeping in public spaces of the lodges and routine maintenance are provided by Physical Plant staff. The Physical Plant staff take great pride in providing a clean and well maintained environment for students. Housekeeping staff provide daily routine cleaning in public areas of the lodges. Maintenance personnel perform routine preventative maintenance on all equipment and mechanical systems as well as make necessary repairs.

Residence Hall Contract Highlights

Included here are important highlights from the housing contract.

Financial Obligation, Contract Termination, and Policies

- The balance of the housing fees due under a contract will be charged to the Bursar account of a Resident who vacates the residence hall at any time during the contract period and continues enrollment at IU Southeast or who ceases enrollment at IU Southeast but fails to provide a written request for cancellation and formally checks out of an assigned space before the end of the first four weeks of the semester.
- Residents are responsible for knowing, understanding, and abiding by the housing contract; the Guide to Residence Hall Living and Residential Student Handbook; the IU Code of Student Rights, Responsibilities and Conduct; and the IU Reasonable Use policy for computers and information technology systems.
- The University assumes no responsibility for the loss of money or valuables belonging to the resident or third parties, or for the loss of or damage to personal property. The University strongly recommends that the resident obtain renter's insurance to cover personal belongings.
- A student's contract may be canceled by the University and the resident expelled from campus housing for disciplinary reasons. Expulsion from campus housing, however, does not relieve the resident from the obligation to pay any remaining charges due under his/her contract.
- A Resident may cancel his/her contract prior to the beginning of the academic term by providing written notice of cancellation to the Office of Residence Life and Housing. Written notice of cancellation is accomplished by completing a Contract Cancellation Form with RLH personnel or by sending a detailed letter to the office or an e-mail to liveon@ius.edu requesting cancellation. The letter or e-mail must include a student's name, ID number, room assignment, and brief reason for cancellation. A refund of \$50 of the prepayment will be issued if written notice of cancellation is received or postmarked before May 1 for a contract beginning fall semester or before Oct. 1 for spring semester contracts. No refund of the prepayment will be issued for cancellation notices received on or after May 1 for academic year contracts or on or after Oct. 1 for spring semester contracts.

Assignments, Room Changes, and Apartment Maintenance

- Assignments are made without regard to race, sexual orientation, religion, or national origin. Any request for a change in room assignment based upon these reasons will be rejected.
- Room changes are possible and will be processed on a first-come, first-served basis. Room changes are completed based on availability of space and willingness of other residents to move. In order to change rooms, a completed room change request must be on file with the office.
- All room changes must be approved by the office. Any resident who changes rooms without the prior approval of the office will be in violation of the terms and conditions of the contract and may be assessed a charge for an improper room change.
- Residents are responsible for maintaining the cleanliness of their apartment as well as reporting any maintenance issues to the office as soon as possible. This includes cleaning the apartment regularly and taking trash out to the dumpster.
- Health and safety inspections will be conducted at least once per semester. Residents may sign up for a specific date and time with their Community Advisor. The dates of these inspections will be posted at least 48 hours in advance. If a resident fails his/her initial inspection, a second inspection will be conducted. If the resident fails the second inspection, a charge may be assessed.
- IU Southeast staff and their designees may enter apartments for the purpose of law enforcement, routine and emergency maintenance, safety inspections, and emergency situations.

Contract Cancellation and Fee Appeals

A student's signed Residence Life & Housing Application and Contract is a financially and legally binding agreement with the University. A student may request in writing to break his/her contract for the following reasons:

1. S/he is academically suspended/dismissed. The Office of Residence Life and Housing will receive a complete list of academically suspended or dismissed students at the beginning of each semester and will process the housing contract cancellation.
2. S/he participates in an approved IU Southeast sponsored off-campus program, such as student teaching or overseas study, that requires him/her to be housed off the IU Southeast campus. (A copy of supporting documentation **MUST BE PROVIDED** with this request. This could include things such as a letter from a program director or appropriate school on letterhead detailing the student's participation in the desired program.)
3. S/he provides medical documentation of a serious medical problem or impending surgical procedure that makes it impossible for him/her to remain in campus housing.
4. S/he graduates before the end of the contract period.
5. The student is called to active military duty. (The student **MUST** provide a copy of military orders and military ID card with this request.)
6. His/her student visa is revoked. (The student **MUST** provide a copy of a letter from a government official on appropriate letterhead detailing visa revocation.)
7. S/he experiences a change in personal finances that was unforeseen and took steps to prevent and remedy the issue(s). S/he filed a special circumstances appeal with the Office of Financial Aid and was denied additional aid and believes s/he cannot rectify the situation in any reasonable manner.

If a student meets one of the criteria above and wishes to file an appeal, s/he must obtain and complete a Contract Appeal Form (found on the housing website) and meet with the Manager of Housing Operations. Forms are available from the Residence Life and Housing Office, Meadow Lodge 103. When completing this form, the student should include a description of reasons for making the contract breakage request and enumerate steps taken to improve the situation in order to meet contractual obligations. The Contract Appeal Form and supporting documentation must be submitted together and received by the Office of Residence Life and Housing within 30 calendar days of vacating a campus lodge residence for consideration. Requests received after 30 calendar days of move-out will not be honored. Should a student choose to depart for any reason not listed above, s/he will be held to the terms of the contract in its entirety, including, but not limited to, applicable penalties and cancellation costs. Decisions of the housing appeals committee are final.

Food Service

Options

Hours of operation and menus for campus dining locations are available through the Dining Services website www.ius.edu/diningservices/.

- The Commons Food Court, located on the lower level of University Center North, offers breakfast cooked to order, a salad bar, and luncheon specials including hot and cold grab'n'go items. Also available are the hot soup(s) of the day, panini sandwiches, desserts, snacks, and beverages.
- University Grounds Coffee Shop, located on the ground floor of University Center South, offers coffees, espresso, teas, blended drinks, smoothies, bottled soft drinks, snacks, and bagels along with sandwiches, salads, and wraps.
- The Library Bistro, located in the Library, offers espresso, teas, blended drinks, smoothies, bottled soft drinks, snacks, bagels, sandwiches, salads, and wraps.

Meal Plans

IU Southeast offers dining points (meal plans) that can be used in the University Grounds Coffee Shop, the Food Court, and the Library Bistro.

Dining points may be purchased in various amounts to suit students' dining needs. IU

Southeast offers the following options:

1. \$50 = 52 points (earns an additional free two points or 4% savings)
2. \$100 = 105 points (earns an additional free five points or 5% savings)
3. \$300 = 330 points (earns an additional free 30 points or 10% savings)
4. \$400 = 450 points (earns an additional free 50 points or 13% savings)
5. \$600 = 690 points (earns an additional free 90 points or 15% savings)
((\$600 plan not recommended for purchase January through the end of the spring term.)

The point system works best when students follow a budget all year. Cashiers can give current balances any time the UCard is used. There are no equivalencies and no breakfast, lunch, or dinner times. Whatever a student spends on a meal is deducted from his or her Dining Points account.

Policies

- Meal plan points may be rolled over during the academic year. Points will expire Aug. 31 if a new meal plan for the next academic year is not purchased between July 1 and Aug. 31. (Only free bonus points will expire.)
- Points may ONLY be used in the University Grounds Coffee Shop, the Food Court, and the Library Bistro.
- Faculty and staff points will roll over as long as they are employed by IU Southeast.

Any questions regarding meal plans and use of the UCard should be directed to the UCard Services office at (812) 941-2335.

Facilities and Services

Bulletin Boards and Posting Notices

Authorized student groups and official University departments may arrange to use housing facilities (such as mailboxes and bulletin boards) to disseminate information and publicize activities. All requests must be forwarded to the Office of Residence Life and Housing for approval. Residents can also contact their CA if they would like to create a display or posting for a class, general information, or educational purpose. All unapproved materials will be removed. No items may be slid under a student's room doors without prior approval. At no time may an outside company publicize any products or services in the lodges without written permission of the Director of Residence Life and Housing. Publicity that promotes alcohol consumption or drug use is prohibited. Door to door publicity is prohibited in University housing facilities and is reserved only for Residence Life and Housing staff. (Please see the Sales and Solicitation policy on page 21 for more information).

Cable TV

Cable television is available at no charge in all apartment common areas and bedrooms. Detailed information on television requirements and set-up instructions can be found on the housing website.

Computer Labs and Computing Resources

Each lodge is equipped with a computer lab for residents. A printer is also provided in each lodge. Printing in the lodges is the same as on campus, and all pages printed will be deducted from a student's printing allotment. Printer paper and toner are refilled by CAs as needed. In addition, each bedroom and living room is equipped with at least one Ethernet connection for direct access to the University network and the Internet. Ethernet connections are also available in the Great Room and in study lounges. Wireless access is also available throughout the lodges and in most outdoor spaces. Online gaming systems, such as an X-Box, and VoIP phones may also be used in the lodges, but these items must be registered on the network.

Installation of wireless network equipment by residents is prohibited in locations where campus housing network service is provided and managed by the University. If a device interferes with the wireless network maintained by IU Southeast IT staff, the owner of the device will be asked to discontinue use of the item or to work with IT staff to resolve the conflict.

Students need to provide their own CAT6 patch cable to plug their computer into the wall jack. A 25-foot cable is recommended to allow for flexibility in setting up an apartment space. Students may also wish to purchase a USB flash drive as computer labs on campus are not equipped with disc drives or zip drives. Information Technology staff are available to assist with connecting computers to the network and making sure that all software configurations are correct. They can be contacted by phone at (812) 941-2447.

For more information about computing resources, printing, and system requirements to access the network, please visit www.ius.edu/it/.

Copy Machines

Copy machines for student use are located in the Crestview lobby, Knobview lobby, Hillside Hall student lounge, and Library. The Office of Residence Life and Housing does not provide copy or fax services to residents.

Disability Services/Accommodations

Disability Services is located in University Center South 207 within the Advising Center for Exploratory Students. Students who need accommodations, support, or other services should contact the office at (812) 941-2243 or visit www.ius.edu/ASC/DisabilityServices.

E-mail Communications

E-mail is an official means of communication between the University and the student. The Office of Residence Life and Housing will use the student's IU Southeast e-mail address. Students are responsible for checking their e-mail account and for understanding the content of communication sent to them electronically. Students are also able to communicate questions, appeals, work-order requests, and other information to the Office of Residence Life and Housing via e-mail at liveon@ius.edu.

Laundry Facilities and Vending

Main laundry rooms are located on the second floor of each lodge. A smaller laundry room is located on the first floor for individuals unable to use the stairs. Vending machines are located in each lodge. All vending machines and laundry machines are coin-operated and will also work with your UCard. Students may deposit money onto their UCard for use in laundry and vending machines. Deposits can be made online at www.ius.edu/UCard/. Deposits can also be made at the Bursar's office, by phone, and at the cash-to-card machine located adjacent to the dining commons. Residents should report any problems with laundry machines to the Office of Residence Life and Housing in Meadow Lodge. Vending problems should be reported to the Office of Residence Life and Housing.

Lost and Found

Lost and Found is located at the University Police office in University Center 027. All abandoned items should be turned in to the police office. The Office of Residence Life and Housing will submit any found items to University Police.

Meeting Rooms/Great Room and Common Furnishings

Furnishings in the Great Rooms, study rooms, computer labs, and public areas are for the collective use of all residents living in the area. Furnishings, decorations, and equipment must remain in their proper location and may not be moved to resident rooms or to any other area. Any resident found with common furnishings in their room or apartment may be subject to disciplinary action and required to return the item to its original public area location. Rooms are available for use by University-affiliated organizations for events and gatherings. Students should inquire with the Office of Residence Life and Housing for forms, policies, and procedures for use.

Mail Services

Receiving Mail

Mail is delivered to resident student mailboxes Monday through Friday, except holidays, by Residence Life and Housing staff. Resident mail should be addressed as follows:

Resident's Name
4201 Grant Line Road
____ Lodge; Apt. ____
New Albany, IN 47150

Mail Forwarding

The Office of Residence Life and Housing will only forward first-class mail for one month after a resident's move-out date. Mail that does not contain first class postage will not be forwarded. To ensure that mail is forwarded, residents must change their address with those companies and individuals sending mail two to three weeks prior to their move-out date. Residents will not be able to process an address change through the US Postal Service. Residents must update their information with those sending mail. The Office of Residence Life and Housing should be advised of forwarding addresses at check-out. Address updates for the University may be completed through OneStart at <https://onestart.iu.edu>.

Parking

Parking is permitted in designated areas and parking spaces only. Parking along yellow-lined curbs, in front of accessibility ramps, in reserved parking spots, vendor parking, on the grass, on sidewalks, or driving on service roads is prohibited. Residents must follow all driving and parking laws and regulations of the State of Indiana and of the University when operating or parking motor vehicles on University property. The University Police department is responsible for enforcing motor vehicle regulations on campus. There is no designated guest parking. Guests may obtain a temporary visitor's pass from the kiosk located at the entrance to the campus for \$1 per day.

Repairs to Automobiles

Automobile repairs are not allowed to be conducted in the parking lots of campus, with the exception of changing flat tires. Any vehicle that is observed to be leaking fluids may be towed at an owner's expense in accordance with the University's parking regulations.

Roommate Agreements

A Roommate Agreement is developed during the first month of the semester through the active participation of apartment residents and a Residence Life and Housing staff member. A Roommate Agreement serves as a tool for discussion so that roommates can establish agreeable conditions for their individual living situation. For best results, students in each apartment should agree to meet and review agreements and discuss concerns and issues on a monthly basis. CAs will assist in the facilitation of these discussions.

Study Rooms

Each lodge has at least one study room designated for quiet study and/or group project work. Study lounges are equipped with Ethernet connections and wireless access for laptop computers. Dry erase boards are also located in each study room. It is the responsibility of the resident using the room to clean the board when finished, and arrange the furniture back to its proper location.

Telephones

Telephone services are not provided. Students may contract telephone service with their preferred provider using a Voice over Internet Provider (VoIP). Each lodge is equipped with a courtesy telephone in the main entryway and in the second floor computer lab. These phones can be used to make local calls only. Residents are asked to limit their use of these phones so that all residents and visitors can have equal access when needed.

Policies and Procedures

This section outlines the policies and procedures to be followed while living on campus. It is important that all residents know, understand, and follow these policies and procedures in order to ensure a safe, happy, and healthy living and learning environment for all who live in and visit the lodges. All students are required to comply with University policies as found in the Code of Student Rights, Responsibilities, and Conduct (online version available at: www.iu.edu/~code, the policies in this handbook, and all procedures outlined in the housing application and contract.

Violations of these policies are violations of the contract and the Code of Student Rights, Responsibilities, and Conduct. Violations will be referred to the student conduct system and can result in expulsion from the University as well as dismissal from the lodges.

Alcohol and Displays

Public intoxication, use, or possession of alcoholic beverages on University property, including in the lodges, is prohibited regardless of age. Unused alcohol will be disposed of by the student under the supervision of staff or University Police. Severe violations, such as a keg or an unusually large amount of alcohol, may result in dismissal from the lodges. Displays of empty alcohol, wine, liquor, shot glasses, or beer containers, including boxes, are not allowed. These displays glorify alcohol use and misuse and do not contribute to the intellectual and educational mission of the institution. Such displays also pose a potential health problem.

Bicycles

Bicycles are not permitted inside the lodges or other campus buildings. Bike racks are located near the lodges and most academic buildings on campus. Bicycles should be secured to bike racks appropriately and are not to be chained to trees, tables, benches, handrails, or other places not intended for that use. Bicycles must be registered with the University Police department (University Center 027). A list of bike racks available for use on campus may be obtained from the Physical Plant department.

Bunk Beds

Residents are allowed to bunk their beds. The beds require a pin in order to be safely bunked. Pins are available in the Office of Residence Life and Housing. Lofts and other devices designed to raise the beds off the floor are not allowed in the lodges.

Candles and Incense

Candles (lit or unlit), incense or incense burners, or any other appliance or item that operates or utilizes an open flame, are prohibited in all residential facilities. Potpourri warmers that do not utilize an open flame are allowed.

Card/Door Access

All lodge entrance doors are locked 24 hours per day, seven days per week for residents' safety and the security of their belongings. The doors to each lodge are equipped with card access. Residents are responsible for their own cards and may not lend them to anyone for any reason.

Lost cards should be reported to the Office of Residence Life and Housing and Campus Card Services immediately. Students may also deactivate their UCard online at www.ius.edu/ucard under "Manage your UCard" then "Transaction History."

Residents of each lodge are allowed access by waving their University UCard in front of the gray card reader by each entry door. Students are only allowed access to their assigned lodge. In order to visit students in other lodges, residents and guests must be met at the door and stay with their host the entire time they are visiting. Residents are also allowed in other lodges during events and activities. A Residence Life and Housing staff member will allow

those students access to the building, and students will have to sign in, and depart once the program is completed unless they are a guest of another resident.

Each apartment front door is equipped with a lock as is each bedroom door. Residents are encouraged to keep their bedroom doors locked at all times. Residents should always close and lock doors when they are not in their apartments. If a room door is observed to be open by a staff member, the door will be shut and the resident may be charged a lockout fee. This is to ensure the safety and security of all residents and their belongings.

Chalking

Permission may be received from the Director of Residence Life and Housing to use chalk on pavements surrounding the lodges. Chalking may be used to publicize lodge events or to offer educationally valid information to the community. A letter should be submitted to the Director requesting such permission which includes the event name, the specific location and size of the area where chalk will be used, the length of time the chalk will remain on the pavement (usually limited to two days), and the name(s) of the individuals who will be responsible for removing the chalk. If the chalk is not removed by the time specified in the permission request letter, Physical Plant may be asked to remove the chalk and will bill the sponsoring student or organization for such services.

Cleaning of Common Areas

Messes made in public areas deemed to be excessive may result in charges to the residents of the building. Residents and guests who have made a mess in a public area are expected to clean it up. Failure to do so may result in disciplinary action.

Conflict Resolution

An important key to happiness and success is learning how to resolve conflict. If conflict is encountered, residents should make a good-faith effort to resolve the problem in a fair, equitable, and constructive manner. Should roommates be unable to resolve a conflict, assistance is available from Community Advisors or other Residence Life staff members. For serious conflicts, staff members may require residents to complete a new Roommate Agreement.

Consolidation Process and Private Rooms

Residents who lose a roommate may be assigned a new roommate. While every effort will be made to notify a current resident of an incoming roommate, a new placement can occur quickly. Therefore, it is important that apartment common areas remain clean and maintained to accommodate any newly assigned resident(s). If a unit is not cleaned in an acceptable manner prior to a new roommate's arrival, the Office reserves the right to have the apartment cleaned, and the cost will be billed to the current residents of the unit.

Residents of a double occupancy room who do not have a roommate may have the option (based on availability and space demands) to buy out the room as a single for an additional fee. In order to do so, an additional charge of 50 percent of the daily pro-rated two-bedroom rent amount will be due to hold the room as a single. This payment is to be made each semester that the resident wants to have a guaranteed single. In the event that multiple students wish to keep single rooms and space constraints do not allow for such, student class standings and GPAs will be used to allocate available rooms. In some instances, residents will be asked to move to another apartment in order to consolidate. Residents will be given notice of their new assignment and given 48 hours to move their belongings.

Damages

Upon moving in, residents are required to fill out a Room Condition Report (RCR) listing any existing damage present in an apartment. The RCR must be completed and turned in within 48 hours of moving into the apartment. Mailbox keys will be given to the resident upon the return of the RCR to the Office of Residence Life and Housing.

Residents who do not turn in their RCR will be responsible for all damages in their unit whether it was present upon move-in or not. A student who fails to turn in an RCR forfeits their right to appeal any damage charges.

Damages caused by abuse or misuse to IU Southeast facilities or equipment will be billed to the individual(s) responsible for the damage and will be posted to the resident's bursar account. Multiple or repeated incidents of damage may result in disciplinary action.

The residential rental fees cover routine cleaning and maintenance of common areas. When damage occurs that is not considered routine, every effort is made to identify the individual(s) responsible for the damage. However, if the responsible individual cannot be identified, the residents of the apartment, floor, or building where the damage occurred may be assessed common area charges which will be split among all residents in the affected area.

Any appeal of damage charges or common area damage charges during the contract period must be submitted in writing to the Office of Residence Life and Housing (Attn: Damage Appeals) within 30 days of the billing date. Appeals for damages assessed at the end of the contract are due within two weeks of the date on the damage billing letter. End of contract damages can be appealed in writing by letter or e-mail. Appeals are only accepted from residents.

Damage Assessment

Damage charges are assessed upon move-out and when damage is repaired throughout the year. Normal living unit "wear and tear" is expected, but residents will be held responsible for damages resulting from negligence, abuse, or misuse.

Damage in common areas (living room and kitchen) will be assessed for all occupants when a resident of an apartment checks out of on campus housing. This assessment can occur at any time during the year. Any appeal of damage charges or common area damage charges during the contract period must be submitted in writing to the Office of Residence Life and Housing (Attn: Damage Appeals) within 30 days of the billing date.

Damages in shared areas (bedroom and bathroom) will be assessed for all occupants sharing the space when a resident of an apartment moves out of their assigned space because of a room change or moving out of on campus housing.

Residents are encouraged to take responsibility for damages they cause as soon as possible in order for repair work to be accomplished. Residents will have the opportunity to take responsibility for damages in the following ways:

- Submit an email to liveon@ius.edu explaining the damage.
- Damage created in the fall semester- Submit responsibility for damages when completing the online Winter Break Registration form.
- Damage created in the spring semester or throughout the year – Submit responsibility for damages when completing the online Checkout Registration form.
- Checkout Paperwork – Residents can take responsibility for damages when completing their checkout paperwork.

For potential fines and/or damages, please refer to the Sample Damages & Fines List appendix in this publication.

Door Propping

Propping an exterior door puts the safety of all building occupants at risk. Additionally, opening a door for anyone who is not a resident of the building is dangerous and compromises the University's security efforts. Residents who invite others into the building, whether they know the individual or not, will be held responsible for the actions of that person during their time in the lodge. Because of the security risks involved with propping exterior doors,

students found propping a door will be subject to disciplinary action. Repeat violators may be subject to stronger disciplinary action.

Drugs and Illegal Substances

State and federal laws prohibit the possession of and/or use of illegal drugs and drug paraphernalia. The possession, use, sale, distribution, or cultivation of any type of illegal drug or substance such as, but not limited to, barbiturates, hallucinogens, marijuana, amphetamines, improper use of prescription medications or use of non-prescribed medications, or drug paraphernalia are prohibited in or around University housing facilities or by residential students. The misuse or abuse of legally procured products or substances for mind-altering purposes is also prohibited.

IU Southeast has a “zero tolerance” policy with regard to the use and/or possession of illicit drugs and/or the misuse of legally procured substances for the purpose of mind-alteration. Violations of the policy will result in dismissal from the residential facility.

In addition to University consequences, students cited by law enforcement officials may be subject to criminal prosecution, fine, and/or imprisonment.

Fire Safety

Tampering with fire safety equipment is a serious matter that may result in criminal charges and disciplinary action, which may result in the termination of a resident’s housing contract. This includes the inappropriate use of fire extinguishers, fire alarm pull stations, smoke detectors, sprinkler systems, fire panels, propping fire doors, etc. Covering smoke detectors or sprinkler heads is strictly prohibited.

Residents and/or their guests may not remove smoke detectors from their fixed positions. Only authorized University staff or their authorized agents may remove/replace or perform necessary repairs to smoke detectors. In addition, experiments involving the use of chemicals are prohibited.

Fireplaces

Each lodge is equipped with a functioning gas-log fireplace. The fireplace may be used only with the permission of Residence Life and Housing staff. Extreme care should be exercised when using the fireplace. Residents using the fireplace are responsible for keeping the glass doors or screens open while the fire is burning and closing them when finished. Foreign objects or materials may not be placed into the fireplace at any time. If a resident is found misusing or abusing the fireplace, they may be subject to disciplinary action.

Fireworks

Resident students shall not use, or have in their possession, fireworks or explosives of any kind while living in University facilities. Such possession or use will result in disciplinary action. Because both the possession and the use of fireworks, firecrackers, and explosives are violations of Residence Life and Housing policy, any such items that are in plain view will be confiscated by IU Southeast Police or Residence Life and Housing staff.

Furnishings

Residents are responsible for the care and condition of all University furnishings. In addition to this, the following should be noted:

- Water beds are prohibited.
- Mirrors may not be moved from their fixed positions.
- Loft systems are prohibited.
- Furnishings may not be removed from an apartment. Furnishings may be moved within an apartment between rooms as long as all roommates are in agreement and furnishings are returned to their original configuration prior to vacating the apartment.

- Extra furnishings resulting from a vacancy may not be moved or removed. All original furnishings must remain in the apartment.
- Each apartment is equipped with a full size refrigerator and freezer. Residents are allowed to have a small, personal refrigerator in their room, however the addition of another full size appliance is prohibited.

Gambling

Gambling and games of chance for financial gain are not allowed in the lodges. This includes dice, poker, black jack, or other games of chance.

Games and Equipment Check-Out

A number of card and board games are available through the Community Advisor. Games are the property of the Office of Residence Life and Housing and should not be kept in a resident's apartment.

Some outdoor games and equipment are available through the Office of Residence Life and Housing. Residents should contact their CA for items available and the process for checking out such items.

Gasoline Powered Vehicles

Gasoline powered/motorized scooters should not be used on sidewalks. These vehicles are also not to be stored in bike storage areas or in any part of a lodge. Students found in violation of this policy will be asked to remove the vehicle from the unapproved storage area and will be subject to disciplinary action.

Guest Policy

Guests may visit at any time except when limited by residents themselves or by the Office of Residence Life and Housing. A roommate may not be deprived of the right to privacy, study time, or sleep due to the presence of a guest. All guests must abide by University policies at all times. Residents will be held responsible for the conduct of their guests at all times. All guests must be escorted by their host. All guests and visitors must be prepared to produce proper identification to Residence Life and Housing staff or University Police upon request.

Visitation

Resident students may have guests at any time. Guests must be over the age of 18 or an admitted IU Southeast student. Residence Life and Housing staff reserve the right to alter visitation privileges as situations require for the proper operation of the lodges. The right to privacy of roommates will be respected, and permission must be granted by the roommate(s) for a guest to be present. A resident may declare his or her room off-limits to guests at any time. The Great Room in each lodge is available 24 hours a day for residents to visit with guests. Individuals who are restricted from the lodges are not welcome inside a residence hall at any time, and violators are subject to immediate arrest and subsequent prosecution.

Underage Guests

Guests under the age of 18 are permitted only when accompanied by a parent or legal guardian. Underage guests are not allowed to stay overnight in the lodges except during specific programs organized by the University to promote recruitment of students and student athletes or other special programs. Babysitting is not allowed in the lodges.

Overnight Guests

Overnight guests are allowed with mutual consent of all students living in the apartment. Guests and/or residents may not sleep in the lounges or other public areas. Overnight guests may stay no more than two consecutive nights and no more than three nights total in any 30-day period. Cohabitation is strictly prohibited.

Halogen Lamps and Apartment Lighting

Halogen lamps, lights, and/or bulbs are not allowed in the lodges due to risk of fire and injury from the extreme heat they emit.

All of the lighting in the lodges utilizes energy efficient compact fluorescent light bulbs. In all residential facilities, burned out fluorescent tubes and compact fluorescent light bulbs provided by the University will be replaced by Physical Plant staff. Malfunctioning lights may be changed out via a Work Order submitted through the Residence Life and Housing office. Students are responsible for replacing their own bulbs in lamps and other lighting devices not provided by the University. It is recommended that students also use compact fluorescent bulbs in their lamps to conserve natural resources.

Harassment and Offensive Behavior

Residents are expected to conduct themselves in a manner that exemplifies respect for all people and to adhere to personal values without unduly imposing them on others. At no time should members of the community harass, assault, or violate the privacy of other persons. Any act or threat that submits a member of the community to physical or mental pain, discomfort, indignity, or humiliation is strictly prohibited.

Harassment of another individual will not be tolerated and could result in removal from campus housing. Harassment is a form of violence that can result in the intimidation of another student. Harassment is the violation of another's rights related to sex, race, religion, personal habits, age, sexual orientation, physique, or gender identity/ expression. It can be communicated by actions or in a verbal or written form.

Materials deemed to be offensive are not allowed in any common area in the lodges. These areas include, but are not limited to, apartment doors, exterior of bedroom doors, Great Rooms, items visible in and facing out of windows, or in any other space that is not the private bedroom of a resident. Residents should report any and all issues to the Office of Residence Life and Housing.

Holidays and Semester Breaks

The lodges remain open during breaks when classes are not in session and at times when University offices may be closed. Students who stay in their apartment during winter break must register with the Office of Residence Life and Housing in advance of the break period. There is no charge to stay during the break period; however students **MUST** register to stay in order for their UCard to remain active for entry door access. The break registration form will be available online before the beginning of winter break. A student who registers to stay over break after the registration deadline has passed or who is found residing in a lodge during a break who has not pre-registered to stay may face disciplinary action.

Identification Cards

Every IU Southeast student with a room assignment is issued a UCard that allows entrance into their lodge at all times. Students residing off campus do not have UCard access to the lodges. Per University policy, students are expected to carry their UCard at all times and to produce it if requested by University Police and any Residence Life and Housing staff member (including CAs). Residents who fail to produce their UCard when requested are subject to disciplinary action.

Immunizations

Residents are not required to provide proof of immunization. The University recommends that all residents be current on immunizations. Students should consult their physician or medical provider with questions. The Center for Disease Control recommends the following immunizations for all students attending a college:

- Tdap (tetanus, diphtheria, and pertussis) vaccine
- MCV4 (meningococcal) vaccine
- HPV (human papillomavirus) vaccine

- Hepatitis B vaccine
- IPV (polio) vaccine
- MMR (measles, mumps, and rubella) vaccine
- Chickenpox (varicella) vaccine

More information on recommended vaccinations may be found online at www.cdc.gov/vaccines/.

Keys and Lockouts

Room and mailbox keys will be issued to a resident student upon arrival and registration. Keys are University property and may not be duplicated. Keys must be turned in when moving out of a lodge. There is a \$10 charge for lost mailbox keys. Persons failing to return door keys will be charged the replacement fee for lost keys. The cost of each lock replacement is \$50. This charge includes replacement of the lost key. Residents who think they can find a missing key within 24 hours may borrow a temporary key during business hours.

If a resident is locked out of his or her apartment or bedroom during business hours, he or she may borrow a temporary key from the office at no charge for the first time. The key must be returned within 30 minutes. Subsequent lockouts will result in a \$10 lock-out charge per incident. If lockouts occur after business hours, residents should contact the CA on duty for assistance. After midnight, residents should contact University Police at (812) 941-2400.

Less Than Full-Time Status

Students who fall below full-time student status (12 credit hours/semester) may be allowed to remain in campus housing on a probationary status via written permission from the Director of Residence Life and Housing. Students on less-than-full-time status housing probation are offered all the same rights and privileges as all other resident students. However, should a student on this probationary status be found in violation of any University or Residence Life policy, s/he will be asked to leave housing within 48 hours, and his/her contract will be terminated without refund. Students who fall below full-time status may also be required to attend academic success workshops when appropriate.

Mental Health Issues

Due to the nature of life in a residence hall, residents who make suicidal statements, attempt suicide, or take action that threatens their health or safety may be asked to leave housing. In cases of mental health-related incidents, the University reserves the right to contact the student's family or emergency contacts. A student may be permitted to remain in housing or be readmitted to housing after such an incident occurs with written permission from the Director of Residence Life and Housing and may be subject to, but not limited to, completing the following actions:

- Sign a release to enable University officials to consult with medical doctors, mental health professionals, or their designees about the student's mental health issues as well as receive copies of history and physical examination forms, discharge summaries, and continuing care plans.
- Follow the recommendations of an assessing general practitioner as well as those imposed by the Vice Chancellor for Student Affairs or Director of Residence Life and Housing as it relates to life on campus/residing in campus housing.
- Sign a release with the University Personal Counselor allowing the Director of Residence Life and Housing to know that the student is engaged in a committed counseling relationship and is actively seeking assistance and/or treatment for mental health-related issues.
- Assume financial responsibility for off-campus assessment and treatment.

Move-Out

All residents moving out of a residential facility must complete the proper procedures to avoid additional fees. Specific move-out options are available from Community Advisors and/or the Office of Residence Life and Housing.

Students who are not enrolled in the next semester, including summer sessions, are required to move out within 24 hours after their last final exam or at the official closing of the lodges, whichever comes first. Students staying in the lodges during the summer term will need to move at the designated time to the lodge housing summer students.

Move-Out: Cleaning Apartment

To avoid charges, living units should be clean and sanitary and absent of personal property. Residents will be held responsible for damages resulting from negligence, abuse, or misuse.

- Bathroom/Vanity Area
 - Commode should appear recently cleaned, flushed, and absent of waste.
 - Floor should appear recently mopped; absent of spills, debris, or hair.
 - Mirror should appear recently cleaned with window cleaner.
 - Shower should have no significant shower scum, mildew or mold that could easily be removed with routine cleaning.
 - Sink should have no significant mildew, mold, or stains.
 - All personal property and trash should be removed.
 - Do not use abrasive cleanser on any surface.
- Kitchen
 - Stove, oven, drip pans and broilers should be thoroughly cleaned and free of spots and stains. Turn off all controls before cleaning. Do not use any abrasive cleanser on any surface.
 - Refrigerator and freezer should be absent of spots, stains, or spills. Leave refrigerator turned on upon departure.
 - Microwave should be absent of spots, stains, or spills (interior and exterior).
 - Sink should appear recently cleaned, no significant mildew, mold, or stains.
 - Floor should appear recently mopped; absent of spills, debris, or trash.
 - Cabinets should be empty and free of personal property.
 - Countertops should be cleaned using non-abrasive cleansers. Do not use bleach on any countertop stain.
- Bedroom
 - Carpet should appear recently vacuumed; absent of paper, hair, trash, etc. Do not use bleach on any carpet or floor stain.
 - Dresser and desk should appear recently cleaned and absent of personal property.
- Living Room
 - Couch should appear clean, free of any noticeable spots or stains.
 - Chairs should appear clean, free of any noticeable spots or stains.
 - Carpet should appear recently vacuumed; absent of paper, trash, etc.
- Walls
 - Walls should be clean and free of holes, food debris, marks, etc.
 - Remove all items from walls. Use caution when taking down posters or items that have been taped to the wall.

Abandoned Property at Move-out

Property remaining in a room/apartment after the student has moved out will be discarded within five days or at the closing of the building at the end of a semester, whichever comes first. Students may be billed for removal of property and cleaning fees. Property determined to be trash will be disposed of in a dumpster. Property determined to be of some use will be donated to an appropriate charitable organization.

Passive or Complicit Participation

Residents or guests who are present in a lodge room/apartment and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a University official and/or has left the apartment upon discovering the violation.

Pets

University regulations prohibit the possession of animals alive or dead, including but not limited to, dogs, cats, rodents, birds), and laboratory specimens in University housing facilities. Fees may be imposed if more extensive cleaning or deodorization procedures are required because of the presence of animals. Students found with pets other than fish as detailed below will be subject to disciplinary action.

Non-flesh-eating fish in well-maintained fish bowls or aquariums are permitted. Aquariums may not be larger than 10 gallons and must be properly maintained and cleaned. Students may be required to remove fish bowls or aquariums in the event the Office of Residence Life and Housing determines that they are not being properly maintained. Although other animals such as snakes, frogs, turtles, and lizards might also live in an aquarium, only fish are allowed. Students may not keep live insects as fish food (such as crickets, grasshoppers, etc.) in lodge spaces or rooms. Authorized service animals are permitted with proper documentation from the Office of Disability Services.

Physical Contact/Use of Force

Unwanted physical contact or use of force is strictly prohibited in the lodges. Students who have experienced unwanted physical contact or have been a witness to an event, should call the University Police at (812) 941-2400 to file a report or contact the Office of Residence Life and Housing.

Prohibited Items

The following items are prohibited in the lodges:

- Items that have an open flame (Sterno cookers, grills fondue pots, candles, grills, etc.)
- Bleach
- Ceiling fans
- Deep fryers
- Electrical power strips without circuit breakers
- Fog machines
- Halogen lamps
- Space heaters
- Refrigerator over 3.0 cubic feet
- Paints, shellacs, and varnishes
- Turpentine and other solvents or combustible liquids or compounds
- Other items that are identified as posing health or safety risks to the campus community.

Quiet/Courtesy Hours and Noise

Quiet hours and courtesy hours are maintained to provide an atmosphere conducive to study. Courtesy hours are in effect 24 hours a day and essentially call for courtesy in the living environment. If someone requests the noise level be lowered, the other party should accommodate the request. Noise in hallways, foyers, entryways, parking lots, or other areas that may disturb other residents is strictly prohibited. Reasonable exceptions are made for Housekeeping and Physical Plant maintenance staff.

Quiet hours are in effect from 10 p.m. to 10 a.m., Sunday through Thursday. Certain areas of campus residential facilities may be designated "quiet areas" where quiet hours are enforced 24 hours a day. Weekend quiet hours are from 12 a.m. (midnight) – 10 a.m. on Friday and Saturday.

Dates and times of extended quiet hours will be posted in each living unit. 24-Hour quiet hours will be in effect during finals week to allow residents to study. Additionally, in rare instances, quiet hours may be suspended by Residence Life and Housing for approved functions. In these instances, event notices will be posted a minimum of 48 hours in advance.

It is assumed that the most important activity that takes place in the lodges is studying. Students require low levels of distraction in order to study effectively and efficiently. Thus, students must behave in such a manner as to ensure a quiet environment. Residents are encouraged to consider their neighbors' comfort and rights when operating sound equipment. Radios, stereos, musical instruments, and other audio equipment may be played in a room/apartment as long as the volume is maintained at a level that is not disruptive to the community. Speakers may not be placed in open windows. The use of electronic audio equipment is a privilege that may be revoked if used in such a way that interferes with maintaining quiet and courtesy hours. Violations of the quiet hour policy will result in disciplinary action.

Roof Access

Access to the roof is prohibited.

Room Entry and Search

IU Southeast Residence Life and Housing believes firmly in the principle that students are entitled to privacy in their living quarters. At the same time, it recognizes that staff members may need to enter or inspect those premises from time to time for a variety of purposes. IU Southeast Residence Life and Housing believes in freedom for all residents (including student staff members) and their guests in moving about a lodge, in the corridors past open doors and, when appropriate, in student rooms. A clear distinction must be made between the more formal functions of search and inspection, and such unstructured activities as walking down a hall, visiting in a student room, or standing in an open doorway.

Search is narrowly defined as carefully going or looking through a room to find a specified object or examining the premises thoroughly for a particular concealed object. It is conducted only under conditions of some seriousness. Entry into a room for such a search will only be undertaken by University Police. Whenever possible, the resident of the room should be present.

Inspection has to do with efforts to maintain the physical well-being of a building, its contents, and its residents to assure hygienic conditions, to determine presence or absence of room furnishings, to ascertain general room conditions at the beginning and end of a term, and to determine or repair maintenance-related issues. It does not seek to discover hidden objects located where the resident might have a legitimate expectation of privacy. If, in connection with such proper activities, contraband articles are found or evidence of activities in violation of University policy should be discovered, action appropriate to the specific circumstances may be taken. (For example, drug paraphernalia lying on a desk would be addressed by a police officer or a chair from a lounge would be returned.)

The natural and unstructured activities of a residence hall might bring information to the attention of a staff member by way of loud conversation from within a room, easily heard in the next room, or by a passerby in the hall. Nothing within the principle of respect for privacy of residents should prevent staff use of, or response to, information obtained in this way. (This does not condone snooping since this is detrimental to the human relationships of dignity and fair play which should characterize an educational community.)

Inherent in the above is the idea that closed rooms will be inspected or searched only for the most specific reasons. IU Southeast Residence Life and Housing does not condone any "fishing expedition" or random entering of students' rooms. At the same time, however, nothing in this policy should be taken as preventing staff members from entering rooms in cases of emergency (e.g., sounds of loud screaming coming from a room or smoke billowing

out from under a door, etc.), to enforce University policy when there is specific reason to suspect a violation or, for example, to enhance the livability of the environment by requesting that a stereo be turned down.

The principle of student privacy is hereby reaffirmed while recognizing that there may be needs for staff members to enter student rooms or to respond to certain specific situations and to maintain institutional policies. Further, all residents, including those who are members of the residence hall staff, must be comfortable and free to move about their place of residence. For the staff to do less would not only restrict their freedom but also limit their opportunities to serve other residents. Considerable limitations and safeguards are imposed in order to avoid serious invasion of privacy.

These procedural safeguards are as follows:

- Students, student staff, members of the administration, and service staffs may go freely about their business in the lodges, may enter student rooms when doors are open, and may enter closed rooms for specific and proper reasons. As a matter of courtesy, staff members will knock, and identify themselves, before opening closed doors and, when possible, will receive an invitation to enter before doing so. In the event the room is locked and there is good reason for Residence Life and Housing staff to address the behavior taking place in a room, a professional staff member or the administrator on call has the right and authority to key into a student's room in order to address the behavior or emergency that has prompted their action.
- Inspection of rooms, as already noted, may be conducted for a variety of reasons, most of them based on clearly seen needs and on good common sense. Those of a non-routine nature, particularly those which seek highly visible items are controlled by more restrictive procedures. Inspections for hygienic, maintenance, and similar purposes do not require authorization but entry must be for this purpose only.
- Search of rooms for specified and possibly concealed objects is permissible only under the most restrictive procedures. The search (for each case and for each room to be searched) must be conducted by a University Police Officer with an affidavit for probable cause. Unannounced searches are permissible, but the resident should be present if possible; reasonable attempts to find the resident may be made before the search is conducted.

Sales and Solicitation

The University is committed to providing a safe living environment that promotes community while ensuring the privacy that students want and need. The University is also committed to maintaining building security. Door-to-door selling or soliciting is prohibited in University housing facilities. Any resident who is approached by a salesperson near the lodges should contact the Office of Residence Life and Housing, the CA on duty, or the University Police immediately. Such individuals are considered trespassers and may be subject to arrest. Residents of campus housing and recognized student organizations may obtain permission from the Office of Residence Life and Housing to sell merchandise or services in the lodges. Such activities must conform to campus policies and may not be in conflict with State Board of Health regulations or University contract agreements.

Sexual Misconduct

Students at Indiana University Southeast are expected to conduct themselves in a manner that does not infringe upon the rights of others. Students have the right to study, work, and interact in an environment free from sexual misconduct or harassment.

Sexual misconduct includes, but is not limited to:

- Non-consensual sexual contact
- Forced sexual activity
- Non-consensual sexual intercourse
- Forced sexual intercourse
- Sexual harassment

Physical sexual misconduct includes any non-consensual physical contact of a sexual nature committed by force or intimidation or through the use of the victim's mental or physical incapacity, including through consumption of drugs or alcohol. Sexual harassment may also include non-physical acts and is further defined in Part I (c) of The Indiana University Code of Student Rights, Responsibilities, and Conduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect student's rights and personal safety.

Resources available for students:

IU Southeast Police
812-941-2400
24-hour emergency response

Floyd Memorial Hospital
1850 State Street
New Albany, IN 47150
812-944-7701
24-hour emergency care

Personal Counseling Services
University Center South Room 201
812-941-2244
Monday - Friday, 8 a.m. to 5 p.m.

Center for Women and Families
4919 Charlestown Road
New Albany, IN 47150
Crisis line: 812-944-6743

Sexual Predators

State information concerning registered sex offenders can be accessed at <http://www.icrimewatch.net/indiana.php>. Once there, search by county (Floyd) and enter the IU Southeast zip code (47150) to access offender names and locations.

Skateboarding

Due to structural damages that can occur from use, skateboarding on steps, landings, or on landscape features or retaining wall areas near or around the lodges is prohibited.

Smoking and Tobacco Policy

IU Southeast is a tobacco-free campus (this includes smokeless tobacco, i.e. dip, chew, snuff, e-cigs, vapor, hookah, etc.). Changes in State Law may now result in citations for smoking. Please help us maintain a healthy environment for our students, employees, and visitors by refraining from the use of tobacco products. Smoking is only permitted in your private vehicle.

Sports and Horseplay

Engaging in sports in a campus residential facility is prohibited. This includes, but is not limited to, playing/dribbling ball, riding skateboards or bicycles, in-line skating, bowling, throwing Frisbees, shooting water guns, throwing darts, or engaging in any other activity which might disturb or endanger the safety of others or damage University property. Throwing, dropping, or shooting any object into or out of a window or off a balcony is prohibited.

Summer Housing

Students who are enrolled in classes and who sign up for summer housing during the course of the year will be consolidated into the designated summer lodge at the end of the spring term. Charges will be assessed at the start of the summer terms for all summer students. Students living in summer housing will move to their fall assignment prior to official re-opening of the lodges for fall semester. This will allow time for cleaning the apartments prior to fall opening. Dates and times for all scheduled moves will be sent to summer residents electronically at the end of the spring term and at the end of the second summer term.

Trash Removal/Recycling

Students are responsible for emptying their own waste baskets and disposing of any trash from their apartments daily in dumpsters located in the parking lots near the lodges. Daily disposal of trash helps maintain health and safety standards and a comfortable environment in the living units. Fire regulations prohibit leaving trash in the hallways or other common spaces in the lodges.

Help IU Southeast go green in one step. The Office of Residence Life and Housing encourages all residents to recycle. IU Southeast participates in single stream recycling. This means that the following items can be combined into the recycling bin:

- Aluminum cans
- Plastic bottles
- Plastic food containers
- Steel cans and tins
- Newspaper
- Cardboard
- Paper bags
- Junk mail
- Magazines
- Folders
- Notebooks
- Paper containers

Glass, chemical containers, and Styrofoam should stay out of the recycling bins. Small recycling bins are located on the first floor of each building. Larger recycling bins are located behind Knobview Hall and the Library.

University Property/Vandalism

All furniture, computer equipment, posters, flyers, games, and other items supplied by the Office of Residence Life and Housing or other University offices are University property. University property also includes all buildings, parking lots, wooded areas, and grounds within the campus.

In an effort to promote a sense of collective responsibility for maintenance of University property, to distribute the cost of damage and to place the burden as much as possible upon those students most directly responsible, the Office of Residence Life and Housing maintains the following policies regarding damage and vandalism:

1. Determination of students to be charged for damage and/or vandalism shall be made by the Director of Residence Life and Housing.
2. Individuals or groups directly involved in behavior leading to damage will be charged for such damage. In addition, intentional damage will result in disciplinary action.
3. All occupants of a particular lodge area may be charged for damage to that area.
4. All occupants of a particular lodge may be charged for damage to that building.
5. Students residing in a particular campus area may be charged for damage occurring in that part of the campus.
6. Damage costs which are not chargeable to individuals or groups will be prorated and charged to the accounts of all resident students.

Damages should be reported to Residence Life and Housing staff at the time they occur.

Weapons

Firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit, are strictly prohibited in residential facilities on campus. Weapons include, but are not limited to, firearms, air soft guns, BB guns, knives, bows and arrows, paintball guns, martial arts weapons, or any item, regardless of designed

use, that is brandished as a weapon or used in a threatening manner, or any item that approximately resembles a weapon. Weapons may be confiscated and disposed of by University Police.

Windows and Screens

Removing window screens and/or window safety devices is prohibited. If a window screen is removed or unfastened, maintenance staff will reinstall it. The cost to reinstall or replace window screens or safety devices will be billed to the student(s) responsible for the screen removal. Tampering with windows, window screens, or window safety devices may also result in referral for disciplinary action.

Objects dropped or thrown from windows may create a safety hazard. Residents who drop items from the windows will be subject to disciplinary action and/or charges. The display of items such as flags, banners, signs, or other items in or outside a window is prohibited. The storage of food and other items in the window sill is prohibited. Antennae may not extend outside the windows.

Mini-blinds are provided in each window. Students may use tension bars to hang draperies on the room side of the blinds. The mini-blinds may not be removed.

Room Care

This section is designed to help residents care for their apartment. It is the responsibility of each resident to take proper care of their assigned spaces, community areas, and all University furnishings.

Cleaning

Residents are responsible for maintaining a reasonably neat and clean living space at all times. Residents are required to maintain their assigned unit to the following minimum standards:

- All appliances are to be maintained in a reasonably clean condition at all times.
- Floors and walls are to be maintained in a reasonably clean condition at all times.
- Food should be properly stored in a sanitary manner.
- Trash/recycling should be emptied regularly.
- Bathroom showers, sinks, and toilets are to be adequately and routinely cleaned and disinfected.

Decorations

Students are encouraged to personalize and decorate their living spaces in a reasonable and comfortable manner as long as no damages or permanent changes are made to the structures or furnishings in the room. Highly combustible materials such as parachutes and netting used for decorations are a fire hazard and are not permitted. The University strongly recommends that residents not hang anything with any type of device that may mark the walls including nails, hooks, screws, or removable hanging strips. Residents will be held financially responsible for any damage (i.e., hole in the wall, removal of paint) to the walls, ceiling, and/or woodwork. Residents should also avoid the use of glow-in-the-dark stars or similar materials as the adhesive damages the walls and ceilings. Nailing or tacking anything to doors or any woodwork is not permitted. Varnishing, painting, wallpapering any walls, floors, or woodwork is not permitted. Charges for holes left from nails, screws, etc., will be assessed to residents.

Electronic Devices

To ensure that electronic devices (including computers, televisions, and audio/video equipment) are protected, residents should appropriately use UL-approved surge protectors.

Extermination Service/Pest Control

As a preventive measure, Physical Plant or contracted staff will spray for pests on a regular basis. If there is a problem in an apartment, residents should submit a maintenance request to the Office of Residence Life and Housing via e-mail to liveon@ius.edu.

Housekeeping Services

The Office of Residence Life and Housing does not provide housekeeping services in resident apartments. Housekeeping staff clean and maintain lodge common areas. Residents are responsible for providing their own cleaning supplies.

Inspections

To ensure the health and safety of all residents, health and safety inspections are completed at least once per semester. Community Advisors or other authorized University personnel conduct these inspections and check for general cleanliness, unauthorized appliances, policy violations, safety concerns, and missing and/or damaged furnishings. During the inspection, all appliances (personal and university owned) will be opened and inspected for cleanliness. In order to maintain a healthy living environment residents are asked to keep their living space clean which will minimize the possibility of pests.

Health and Safety Inspection Process:

- Residents will be notified of scheduled inspections a minimum of 48 hours in advance when possible.
- Inspections of each apartment will be conducted by two Community Advisors who will complete the Health and Safety Inspection Summary Form. If possible, at least one roommate should be in the apartment at the time of the inspection to receive any instructions on correcting conditions if necessary.
- If conditions are found that require attention, residents will be required to take corrective action within 48 hours of notification, after which time a second inspection will be undertaken. Additional time may be requested by residents depending on the items that need attention.
- If the same or similar condition(s) exist during the second inspection, the residents may be assessed fees for cleaning and/or to correct any other damage/violation that may have occurred in the apartment.
- Upon request, a student must remove (within 48 hours) furniture judged to be a housekeeping/fire hazard. If it is necessary for Physical Plant staff to remove such furnishings, the student will be billed for their services.
- Repeated violations of health or safety standards may result in disciplinary action.

What are we looking for during Health and Safety Inspections?

- Clean rooms (lived in, but not filthy and/or dirty)
- Clean bathrooms (sink, shower, floors, toilet)
- Clean kitchens (sink, stove top, floor, etc.)
- Clean appliances (stove, microwave, refrigerator, etc.)
- Trash/recycling has been taken out (it's not overflowing in the container)
- No halogen lamps, pets, etc.
- No holes in walls
- Too many things plugged into outlets, extension cords, etc.
- Open food (pest control)
- Screens - In the windows and in good condition
- No non-standard room issue University furniture in room (a.k.a. lounge furniture, street cones, etc.)

Maintenance/Repair Services

Only IU Southeast staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs. Maintenance and custodial staff lock each room/ apartment upon leaving, even if the room/apartment was unlocked upon entering. When possible, attempts will be made to contact residents in advance of entering rooms for maintenance issues. In the event of emergency maintenance or repairs, advance notification of entry may not be possible. Non-emergency maintenance issues will be addressed during normal working hours. Any maintenance needs should be reported to the Office of Residence Life and Housing. Residents should submit a detailed account of the issue to be addressed via e-mail to liveon@ius.edu. If the office is closed, the Community Advisor on call should be contacted for emergency repairs.

Maintenance issues considered an **EMERGENCY** include, but are not limited to:

- Loss of heat
- Power outages that affect an entire apartment, floor, or building
- Flooding
- Vandalism that requires securing an area
- Windows with glass that has been shattered
- Alarms associated with fires or other disasters
- Blood/vomit
- Locks and/or doors not working

Storage

There are no on-campus storage facilities available for residents. Student possessions must be kept in assigned rooms or apartments. In addition, there is no storage available during the summer. Students who do not live on campus in the summer must remove all belongings at check-out.

Safety and Security Tips and Procedures

Decorations

In order to prevent fires, residents should observe the following safety standards:

- Only fire-resistant materials should be used when decorating.
- Electrical circuits should not be overloaded.
- Emergency and exit lights should not be obstructed and must be visible at all times.
- Materials should not be placed over exit signs, fire doors, any light fixture, smoke detector, and/or sprinkler heads
- Fire exit doors should not be propped open for any reason.
- Only artificial Christmas trees should be used during the winter season.

Evacuation of Persons with Disabilities

Persons with disabilities should inform their Community Advisor of any needs they may have related to evacuation procedures.

Fire Safety

Fire alarms should be taken seriously, and buildings must be evacuated immediately when alarms sound. Residents should familiarize themselves with the fire safety and evacuation instructions affixed to the back of apartment doors. In case of fire, residents should activate the building fire alarm, exit the building, and meet with a floor/lodge group at the designated location. No resident should re-enter a building until given clearance by emergency personnel.

Residents should be aware that smoke detectors may be activated by smoke and steam generated from cooking or from some aerosol products and should use caution to minimize disruptions due to smoke detector activations.

Evacuation Locations

- Forest Residents: 1.) Amphitheater 2.) Scenic Drive
- Grove Residents: 1.) Lake House 2.) Tennis Court Lot
- Meadow Residents: 1.) Amphitheater 2.) Scenic Drive
- Orchard Residents: 1.) Lake House 2.) Tennis Court
- Woodland Residents: 1.) Amphitheater 2.) Scenic Drive

Medical Emergencies and Health Issues

Residents who are injured or become ill should contact their health care provider or a local urgent care center. In the event of an emergency or serious injury, residents should contact University Police immediately at (812) 941-2400.

Missing Persons Notification Policy

The passage of the 2008 Higher Education Opportunity Act includes a requirement for institutions that have students living on campus to develop a missing persons policy and notification procedure. In compliance with that requirement and to respond appropriately to reports of missing students, IU Southeast has developed the following policy and procedure. This policy applies to all students who live on campus, regardless of age.

Policy

IU Southeast will notify a designated emergency contact person as soon as possible when University Police deem a residential student has been missing for at least 24 hours.

Procedures

1. Residential students 18 years of age and older have the option to designate an individual as an emergency contact to be notified by the University.
2. If the residential student is under the age of 18 and not an emancipated individual, the institution is required to notify a custodial parent or guardian.
3. Residential students will have the opportunity to provide the emergency contact person's information during the move-in process.
4. Campus community members must report suspected missing persons to the IU Southeast Police.
5. University Police will thoroughly investigate all reports of missing persons.
6. If, after the investigation, University Police determines that a residential student of any age has been missing for at least 24 hours, the University will notify the designated emergency contact person as soon as possible. The University may also notify additional law enforcement agencies according to Indiana state law and guidelines of the Department of Education.

Sometimes it can be difficult to determine if a student is truly missing or if his/her schedule or routine simply changed. Students can support this policy and peers in the residential community by:

1. Informing friends, roommates, and/or family members of any changes to their normal routine (e.g. if they will be gone for the weekend, if they will not be returning to campus as usual).
2. Notifying the Office of Residence Life and Housing, friends, and family members of any changes to contact information (e.g. cell phone number, personal e-mail account).
3. Notifying the Office of Residence Life and Housing of any changes to an emergency contact person's information.
4. Reporting any concerns about a residential student's welfare to University Police.

Personal Safety

After dark, residents should walk with at least one other person, or if possible, in a group, in well-lit areas. Emergency phones are located throughout campus for use in the event of an emergency. Emergency phones can generally be found in any parking lot and near campus buildings; the phones connect to University Police immediately.

Residents who suspect any criminal activity or see suspicious behavior should call University Police immediately at (812) 941-2400 and/or contact a Community Advisor or the Office of Residence Life and Housing at (812) 941-2115 as soon as possible. Storing these numbers in a cell phone for quick reference is encouraged. Residents should not allow people they do not know to enter the lodges.

Safety Tips

Residents can assist in ensuring their personal safety and help with protecting the property of others by observing good safety practices. Students should:

- Lock room doors when they leave their room/apartment regardless of the length of time they plan to be gone.
- Identify visitors before opening a door.
- Keep all items of value, such as money, wallets, purses, and jewelry, in a secure, out-of-sight location.
- Engrave all valuable items with a name. Keep a record of all valuables, their description, and serial numbers.
- Not leave notes on doors indicating no one is home.
- Never loan keys or ID to anyone.
- Not leave keys lying around in rooms/apartments.
- Report the loss of keys/UCards to the Office of Residence Life and Housing immediately.
- Report all thefts immediately to University Police and/or the Office of Residence Life and Housing.
- Report to the Office of Residence Life and Housing any doors, locks, or windows that need repair.
- Be suspicious of unknown persons loitering or checking doors in living areas. Note their description, and call University Police immediately.
- Require identification and authorization from repair or maintenance personnel who ask to enter rooms/apartments.

Severe Weather

Tornadoes and severe weather can occur any time during the year but are more prevalent during the spring months. The approach of severe weather may be announced by the Civil Defense Emergency siren, radio and television bulletins, or weather radio. A TORNADO WATCH means tornado conditions exist in the area, and there is a possibility that one may develop. A TORNADO WARNING means a tornado or funnel cloud has been sighted in the area, and residents should take cover immediately.

In case of an approaching tornado or severe storm requiring shelter, residents should observe the following procedures:

1. Move to the lowest floor which can be reached before high winds or a tornado strike.
2. Move to an interior room such as a bathroom on the lowest level of the building.
3. Stay away from windows, doors, and large open spaces. Do not wait in the Great Room.
4. If outdoors, move away from the tornado's path at a right angle or, if there is not time to escape, lie flat in the nearest depression, such as a ditch or ravine.
5. If available, listen to a weather radio for weather alerts. Never use the fire alarm for notification of a tornado or severe weather alerts.

The safest place during a tornado is the bathroom of first floor apartments. Residents living on the first floor are encouraged to allow second floor residents into these safe places during a weather emergency. Other safe places include the two public restrooms located on the ground floor of each lodge.

Other types of severe weather to be aware of include severe thunderstorms which can produce heavy rains, high winds, hail, and severe lightning. During severe weather, the University may also make announcements over the fire enunciator located in each room with specific instructions if time permits.

Theft and Property Loss

The University and the Office of Residence Life and Housing assume no responsibility for loss, theft, or damage of personal belongings in or on campus property. This policy extends to resident rooms, resident apartments, auto and bicycle parking areas, as well as all other living unit areas. Residents should obtain insurance to cover personal property or verify that a parent/legal guardian's homeowner's or renter's insurance covers any incidents of loss that may occur on campus.

University Police

University Police are available 24/7 and are able to assist with many different services. University Police provide first aid, emergency message delivery, and car services. They are also available to walk students to and from classes, cars, and buildings in the evening if students feel unsafe walking alone.

Student Conduct Process

This section is designed to provide information and insight into the student conduct process for IU Southeast students. Questions about the student conduct process can be addressed to the Office of Residence Life and Housing. For more detailed information, please refer to the Code of Students Rights, Responsibilities, and Conduct located at www.iu.edu/~code/ and the student conduct procedures at <http://www.ius.edu/studentaffairs/article/codeprocedures>.

Philosophy

IU Southeast students are afforded specific rights and responsibilities when they choose to enroll at the University. The division of Student Affairs, as it pertains to the student conduct process, is charged with promoting individual student growth and development, facilitating community standards, and upholding University disciplinary policies and procedures. Teaching students about informed decision making, predicting consequences of behavior, and the impact of their decisions and behavior on self or others are central tenets valued by all staff and students who work in Student Affairs. Recognizing the impact of student behavior inside and outside the classroom is a critical component of a student's role as a responsible citizen of the IU Southeast community and a continuation of the educational mission of IU Southeast.

Procedure Basics

The majority of student conduct cases regarding alleged violations of policy in the lodges consists of four possible stages. First is the documentation of a policy violation, second is the judicial conference meeting, third is the decision regarding one's responsibility for the allegation, and fourth is a sanction decision if the student was found responsible. The process is outlined below.

Documentation of a Policy Violation

Residence Life and Housing staff, University Police, and any member of the lodge community may document a policy violation. Forms are available in the office or from a CA. The majority of policy violation documentation will be completed by the CA staff.

When addressing a situation, Community Advisor staff generally utilizes the following guidelines:
Indiana University Southeast Residence Life and Housing Student Handbook

- CA staff will knock loudly on the apartment door and announce themselves as CA staff. If no one answers, the staff will knock again. If after two knocks no one has answered the door, CA staff will then contact the administrator on call. The administrator on call will then decide if the University Police should be contacted.
- Once the apartment has been entered, CA staff will record what they see occurring and who is present. All individuals present in the apartment will be required to produce an ID of some kind as well as provide a postal address and other contact information. It is a violation of the Code of Student Rights, Responsibilities, and Conduct to provide false information to any staff member. CA staff may also call for support from the administrator on call or University Police as necessary.
- CA staff may then ask everyone to disperse and will leave the situation. They will then complete the proper paperwork to be turned in for the student conduct process. The CA staff member plays no role in sanctioning residents or determining what policies have been violated. Their role is to act as observers, manage situations, and complete documentation in a timely manner.

The Judicial Conference

A Judicial Conference normally consists of a meeting between the accused student and a student conduct officer. This is not a court trial or legal proceeding. The judicial conference is an administrative hearing to decide if the student is responsible for the alleged violation.

Most student judicial conferences are conversations and are educational in nature. The best way to make the judicial conference work for everyone involved is for the student to be an active, honest participant in the conversation. This is a student's chance to tell their side of the story, take responsibility if appropriate, and actively engage in the process. More information about Judicial Conferences can be found online at www.ius.edu/studentaffairs/.

Hearing Commission Hearings

The Hearing Commission hears cases to be resolved when the alleged misconduct may result in suspension or expulsion from the University. The Commission is composed of two faculty/staff (preferably one of each), two students, and one student conduct officer. Procedural guidelines for a Hearing Commission hearing can be found online at www.ius.edu/studentaffairs/.

Classes of Violations

Violations of residence hall policy can range in severity. Students found in violation of a residence hall policy may receive differing sanctions based on the level of the severity of policy infraction and the level of cooperation displayed by the student at the time of the incident and throughout the judicial conference process.

Class I offenses are handled by the Assistant Director of Residence Life and Housing or Manager of Housing Operations and are subject to appeal in writing by the accused to the Director of Residence Life and Housing. Examples of Class I offenses may include, but are not limited to:

- Violation of quiet hours
- Removal of window screens
- Possession of prohibited pets
- Door propping
- Possession of prohibited furniture or appliances
- Improper storage of bicycles or gas-powered vehicles
- Guest policy violations
- Playing sports in a residential facility
- Tobacco use in an unauthorized area

Class II offenses ordinarily are handled by the Assistant Director of Residence Life and Housing or Manager of Housing Operations but may also result in referral to the Director of Residence Life and Housing. Examples of Class II offenses may include, but are not limited to:

- Alcohol violations/displays or behaviors that glorify the use of alcohol
- Unauthorized removal of residence hall furnishings from a common space
- Unauthorized entrance of a closed residence hall
- Misuse of residence hall telephones
- Throwing materials out residence hall windows
- Urinating in public or public nudity
- The use of candles or incense
- Destruction of student or University property less than \$100 (except exit signs; see Class III)

Class III offenses are most often handled by the Director of Residence Life and Housing. Examples of Class III offenses may include, but are not limited to:

- Unauthorized presence on a residence hall roof
- use, possession, or sale of drugs or drug paraphernalia
- The misuse of fire equipment and fire safety materials, including fireworks
- The damage or destruction of fire safety materials including exit signs, pull stations, extinguishers, or emergency exit location placards

Class IV offenses are the most serious. Students found in violation of Class IV offenses may face serious consequences. Class IV offenses are most often handled by the Director of Residence Life and Housing or are referred to the Hearing Commission. Examples of Class IV offenses may include, but are not limited to:

- Destruction of student or University property in excess of \$100
- Theft
- Violence, the threat of violence, harassment, or intimidation of any member of the University community
- Sexual misconduct

Depending on the severity of charges against a student, and for the protection of the residential community, an “interim suspension” from residential facilities may be imposed prior to a hearing. Such a suspension will require the student to immediately leave campus housing until a hearing occurs.

Sanctions

The following factors will be considered in determining sanctions: present attitude; past record, both positive and negative; severity of the behavior; damage, injury, harm or disruption or the potential for such; and the student’s or group’s honesty, cooperation, and willingness to make amends. A detailed list of potential sanctions can be found in the IU Southeast Code Procedures online at www.ius.edu/studentaffairs/.

Sample Damages & Fines List

The following is a list of potential damage and fine charges. This is **NOT** an extensive list. Depending on the severity of specific damages, the actual cost can vary. The best way to ensure that no damages or fines are incurred is to maintain a safe and clean living environment, avoid damaging or altering the facilities, and report any potential damages or maintenance needs in a timely manner, and follow all policies.

General Damage		
Item	Description	Cost
cleaning-housekeeping		\$35/hour
physical plant labor		\$35/hour
carpet cleaning		\$35/hour
belonging removal	removed multiple items	\$25.00
improper checkout		\$100.00
lost temporary UCARD		\$25.00
lost room key		\$50.00
lost mailbox key		\$10.00
repaint hallway	Per hallway – max 2	\$90.00
repaint unit	1 bedroom	\$325.00
repaint unit	2 bedroom	\$400.00
repaint unit	4 bedroom	\$600.00
repaint studio		\$275.00
repaint kitchen and living room		\$300.00
touch up paint	no holes, tears-only excessive scuffs & marks	\$25.00
patch and paint	Pin holes (1-5) or paint chip 1" or less (each)	\$10.00
patch and paint	Pin holes (5-10) or paint chip 2" or less (each)	\$20.00
patch and paint	Pin holes (10 or more) or paint chip 3" or more (each)- or 2 or more holes	\$25.00
hole 1" or less	requires patch and paint	\$35.00
holes 2-4"	requires patch and paint	\$55.00
holes 5-10"	requires patch and paint	\$65.00
hole 11" and up	requires patch and paint	\$70.00
drywall tear (per item)	Drywall is torn from removing an adhesive (requires spackle and paint)	\$15.00
wall/ceiling cleaning		\$15.00
remove stickers or adhesive	Each wall or ceiling with no damage	\$11.00
scratches in furniture	each	\$20.00
smoke detector	replace	\$100.00
switch/outlet plate	replace	\$1.00
window screen	replace	\$50.00

Apartment-Living Room Damages		
Item	Description	Cost
armless chair	replace	\$475.00
armless chair	reupholster	\$175.00
blinds - large	replace	\$90.00
blinds - small	replace	\$60.00
cable jack		\$20.00
carpet stains	Plus labor	\$20 + \$35/hour
end table	replace	\$110.00
repaint living room wall	no holes, tears – only excessive scuffs and marks	\$110.00
television stand	replace	\$160.00

Apartment-Kitchen Damages		
Item	Description	Cost
Cabinet door	replace	\$70.00
Cabinet drawer	replace	\$70.00
Cabinet hinge	Parts, plus labor	\$10 + \$35/hour
Cabinet shelves	replace	\$20.00
Ceiling fixture	replace	\$125.00
Dishwasher	replace	\$400.00
Drip Pans	replace	\$10 each
Door	replace	\$200.00
Repaint Door		\$40.00
stove	replace	\$500.00
Stove burner	each	\$50.00

Apartment-Bedroom and Bathroom Damages		
Item	Description	Cost
2-drawer dresser	replace	\$170.00
4-drawer dresser	replace	\$300.00
bathroom floor	replace	\$500 min
bed end	replace	\$100 each
bed metal springs	replace	\$100 each
blinds - large	replace	\$90.00
blinds - small	replace	\$60.00
desk	replace	\$300.00
desk chair	replace	\$90.00
desk - hutch	replace	\$100.00
door	replace	\$200.00
repaint door		\$40.00
repaint bedroom	1 bedroom/2 person	\$140.00
repaint bedroom	2 bedroom/4 person	\$135.00
repaint bedroom	4 bedroom/4 person	\$90.00
repaint bedroom wall	1 bedroom/2 person	\$35.00
repaint bedroom wall	2 bedroom/4 person	\$33.75
repaint bedroom wall	4 bedroom/4 person	\$32.00
shower curtain	replace	\$25.00
shower head	replace	\$40.00
television stand	replace	\$160.00
toilet	replace	\$400.00
towel hook	replace	\$25.00
toilet seat	replace	\$45.00