

# IUPUI

2019 - 2020

# RESIDENTIAL HANDBOOK



**IUPUI**

HOUSING AND RESIDENCE LIFE  
Division of Student Affairs

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*IUPUI reserves for itself and its departments the right to supplement, withdraw, or change this handbook.*



## Mission and Vision

### ***Our Mission***

The mission of the Office of Housing and Residence Life is to provide a safe and secure living-learning community that inspires intellectual and personal growth, social responsibility, and multicultural understanding, while providing opportunities for leadership development.

### ***Our Vision***

To impact the success of our residents by delivering a nationally recognized housing program that creates a positive living-learning experience.

### ***Our Motto***

The Office of Housing and Residence Life offers students more than just a place to live. We create living environments designed to foster educational success and personal growth through social and academic programs, events, and numerous leadership opportunities. Our secure and convenient on-campus housing communities create that sense of belonging and fellowship that comes with living on campus among a community of peers.

### ***Inclusion and Civility***

Housing and Residence Life seeks to create communities where all residents are valued, respected, and appreciated. Residents are expected to engage with one-another, and with faculty and staff, in a civil and respectful manner.

## On-Campus Living

The IUPUI Housing and Residence Life (HRL) program is an integral part of the educational program and academic support services of the institution. The Office of Housing and Residence Life, within the Division of Student Affairs, supports the academic mission of IUPUI by creating campus living communities that foster growth, educational success, social responsibility, cultural understanding, and leadership while ensuring that our facilities are secure and convenient for residents.

University housing is available to IUPUI students regardless of gender, race, religion, sexual orientation, disability, national origin, or ethnicity. Students have first priority for housing; however, any IUPUI faculty member, staff member or otherwise related University employee can request housing.

Educational, cultural, social, and recreational programs are planned in all residential facilities and are a cooperative venture of the residence community and other university units. There is a concerted effort to integrate the living and learning processes.

### ***Communications from Housing and Residence Life***

Official University communications will be sent to students' official University e-mail address. The University reserves the right to send official communications to you by e-mail with the full expectation that you will receive e-mail and read these e-mails in a timely fashion. As a student, you are expected to check your e-mail on a frequent and consistent basis in order to stay current with University-related communications. NOTE: If you choose to have your e-mail forwarded from your official University e-mail address to another address, you do so at your own risk.

### ***Community Standards***

Housing and Residence Life seeks to provide residential communities that help residents connect to one another, feel at home, and to thrive inside and outside of the classroom at IUPUI. Our residence halls should be places where residents can sleep, study, and live in peace and should be free from disrespectful behavior, discrimination, and vandalism. HRL will respond to and remove when necessary residents who disrupt the residential community and make it difficult for other residents to succeed and live in peace.

### ***Successful Roommate Relationship Experience***

Make the most of your on-campus experience by developing a successful relationship with your roommate! Our office is invested in our residents having successful roommate relationships and is currently working on a multi-year project examining positive impact behaviors and what effects they have on roommate relationships. Our data indicates that you are more likely to have a positive living experience with

#### ***Legend***

This background indicates the information only applies to residence halls.

This background indicates the information only applies to apartments.



your roommate when you talk daily, share meals together, and hang out a few times per week.

The behaviors and frequencies listed below are those that were reported to have worked and benefitted hundreds of our residents before. We understand that each roommate pair will be different and that these frequencies may be different for you, but always use this as a starting point when developing your relationship!

Frequency	Behavior
Daily	Casual In-person Communication
Weekly	Friendship Activities with my Roommate
	Sharing Common Interests (and participating in them together)
	Perspective Shaping Conversations
	Positively Interacting on Social Media
Monthly (or as needed)	Helping in a Difficult Time or Moment
	Setting Aside Expectations
	Demonstrating Understanding and Patience
	Friendship Activities with those who are not my Roommate

***Roompack and the Roommate Agreement and Success Plans***

We utilize Roompack for our Roommate Agreements and Success Plans. After moving in you will receive a notification to your university email account from Roompack with instructions on how to set up your account. To develop your Roommate Agreement and Success Plan, you will sit down together with your roommate(s) and go over the prompts in Roompack. This is a good time to start setting aside expectations and have some perspective shaping conversations which will allow you to better understand how to live successfully together this year. There will be some expectations preloaded into your Roommate Agreement by Residence Life that are non-negotiable, but you do have a lot of freedom to make your agreement as you would like it. Once you and your roommate(s) have finished creating the Roommate Agreement and Success plan together, you will sign the agreement. If you have any issues, please notify your RA.

***Roommate Relationship Tips and the First Six Weeks***

Over the past few years, we have taken a deeper look into what behaviors create an environment for successful roommate experiences. Based on feedback from our own residents, we have found that roommates that engage in purposeful interactions with each other 3 times a week, acknowledge each other daily, and formulate friendships outside of the roommate pairings, have a much higher satisfaction rating. The Office of Housing and Residence Life has taken this information and created a curriculum for the first six weeks that sets roommates up for success in creating a positive foundation for building these skills. Each of the activities during the first six weeks are structured around one or many of the positive impact behaviors. It is critical that not only you participate in these

activities, but you also participate with your roommate. Our data shows us that there are statistically significant differences between residents who participate in the first six weeks than those who did not. As a result of these programs, After the first six weeks, you should be able to walk away with new skills and competencies for interacting with your roommates positively.

## ***Programming***

Over 600 events are hosted each year for residents to attend. The programs range from small programs on your floor or in your community to large programs with several hundred students. We strive to provide social and education opportunities to assist with your growth and development, to help you and your roommates get to know each other, and to help you get to know others and to form connections with the IUPUI community. To fully take advantage of your on campus living experience, we challenge our residents to attend at least one in community event a month and engage in their community in other ways, weekly through things like intentional conversations with RAs, saying hello to the custodial staff, or reading a bulletin board.

## ***Residential Curriculum***

Residence Life staff utilizes a curriculum to maximize the student experience in each residential community. Students living on campus will prepare for life by engaging in communities where they will build meaningful relationships, develop a holistic sense of self, understand diverse perspectives, and gain skills and resources to succeed academically and personally. The curriculum contains the following goals:

- **Investing in Success:** Students will build relationships and learn skills for self-reliance to help in achieving their personal and academic goals.
- **Exploring Self & Others:** Students will employ effective communication and problem solving skills, create patterns for a healthy lifestyle, and articulate an understanding of themselves and others.
- **Engaging in the Community:** Students will explore their community by engaging civically, understanding and interacting with others, and participating in sustainable practices.

In addition to events residents to come together to learn and socialize, Resident Assistants also provide hands on activities and in-hall visuals that contribute to the goals above. Most importantly, because one of the most major responsibilities of our student staff is to build relationships with student staff, residents are expected to engage with their Resident Assistant to discuss topics related to the categories above. These conversations, which should occur about four times a year, have been known to create a stronger sense of connection with the campus and more knowledge of campus resources.

## ***Inclusion/Diversity***

Housing and Residence Life seeks to create communities where all residents are valued, respected, and appreciated. HRL takes situations in which a student has been a target of a biased-related action very seriously and desires to respond immediately. Please let your RA or the RA on Duty know if you or someone you know is ever the recipient of bias related behavior. Examples include, but are not limited to, racial or ethnic slurs, homophobic comments, sexist or gender biased comments, statements regarding someone's size, ability, age, religion, etc. When these incidents



are reported we promise to listen, support, and respond appropriately. Additionally, throughout the year we will offer a variety of programs that help students develop multicultural competence and we encourage all of our community members to attend.

## ***Getting Involved***

### ***Hall Councils***

Are you looking for a way to develop your leadership, communication, and problem-solving skills to make a positive impact in your community? Do you want to create social, educational, and service programming as well as build a sense of unity in your building? Then hall council is the place for you!

Each residence hall has a governing body of 10-20 students from the building who make up the hall council. These councils serve as liaisons between the residents, the Office of Housing and Residence Life, and other campus partners. Each hall council is responsible for planning several events throughout the year for the residents of their building. These councils are advised by either Resident Assistants (RAs), or Residence Coordinators (RCs). Meetings usually occur once per week with additional time set aside for small committee meetings, meeting with campus partners, and holding events.

There are several positions on each hall council. The duties for each role may vary between hall councils. Talk to your RA, or RC about how they differ in your community.

All residents are encouraged to become involved with the hall council in their residence hall. Elections are held in all communities in late August or early September. The application and election process differs in each building. More information will be provided to you about elections by your residence life staff in your building.

### ***Residence Hall Association (RHA)***

RHA is a student organization within HRL which provides student leadership positions, oversees the hall council program for each residential community, provides large scale programs for all residents in housing, and provides leadership training through retreats and attendance at state, regional, and national conferences.

### ***National Residence Hall Honorary (NRHH)***

NRHH is an honorarium which recognizes the top 1% of student leaders who live on campus at IUPUI. NRHH provides recognition of leadership to students and staff members, serves as a resource to provide leadership education for leaders in RHA and hall councils, and recognizes programs, residents, and staff through "Of the Month" awards.

## **Break Period Information**

Ball Residence Hall, University Tower, and North Hall are open during Fall and Spring break.

During Winter Break, Ball Hall Residence, University Tower, and North Hall will close at noon on Monday, December 23, 2019 and will reopen at 8:00 a.m. on Friday, January 10, 2020. During this period, residents will be required to vacate the facility and will not have access to their room. They can leave their personal belongings in their room during this period.

Riverwalk Apartments and Townhomes will be open during all breaks.

During Winter Break, all residents will have access to their apartment throughout the entire break if registration with the Office of Housing and Residence Life is complete. For safety and security, residents are required to register during this break period if they intend to stay on-campus. Registration should be completed by using the online Break Housing Registration Form that will be emailed to residents in December. Please note that the lockout fee increases to \$50.00 during this time.

## **Meet the Staff**

The Office of Housing and Residence Life consists of professional and student staff members who are dedicated to ensuring that you live in a comfortable, safe environment that is conducive to your social and academic success at IUPUI. Listed below is a brief description of how our team is constructed. A complete directory of our professional staff members can be viewed online in the “About” section at [housing.iupui.edu](http://housing.iupui.edu).

### ***Resident Assistants (RAs)***

Each building and/or floor in all of our facilities have an assigned RA. RAs are student leaders who have been selected for their leadership skills. Their major responsibilities include developing a relationship with each resident, connecting residents to one another and the campus, providing programs and events, and familiarizing students with university regulations. In addition, RAs receive specialized training in the areas of academic assistance and diversity.

### ***Residence Coordinators (RCs)***

The RC is a full-time university employee with a Master’s Degree that is responsible for the overall daily management of their community. Each community has one to two Residence Coordinators. RC’s supervise Resident Assistants, Graduate Hall Directors, and Desk Assistants as well as adjudicate conduct cases, advise the Hall Council, and help implement the Residence Life program in their area.

### ***Desk Assistants***

Desk Assistants work at the front desk in each of our communities and provide customer service to residents by answering general questions about the community, entering work orders, checking out equipment, logging packages, etc.





### ***Housekeeping and Maintenance Staff***

Each community is staffed with custodians and maintenance workers that maintain and clean each of the residential facilities including hallways, commons areas, and restrooms.

### ***Associate/Assistant Directors***

Associate/Assistant Directors provide leadership and insight to the entire Housing and Residence Life team for our day-to-day operations and are responsible for the administration of the main office and/or residential communities.

### ***Main Office Staff***

The main office staff work under the direction of the Director of Housing and Residence Life and are located at 415 Porto Alegre Street, Suite 150, in the Riverwalk Apartments. The primary responsibilities for these employees include room assignments, posting rent/charges, budget, payroll, facility repairs/renovations, and marketing.

## **Residential Services**

### ***Campus Shuttle***

The shuttle travels throughout the campus on regular routes and is free for everyone — students, campus guests, and visitors. Check out shuttle hours, routes, and schedule online at [parking.iupui.edu](http://parking.iupui.edu).

### ***Parking***

As a resident of Housing and Residence Life, you are eligible to purchase a parking permit. Permit options vary depending on which facility you live in. To purchase a parking permit or to explore your parking permit options, please visit the parking services office or visit their website at [parking.iupui.edu](http://parking.iupui.edu).

### ***Card Access***

Your CrimsonCard is used to gain access to your assigned residence hall or apartment house only along with community specific amenities. Residents must carry their CrimsonCard with them at all times, are responsible for their own ID card, and should not lend it to anyone for any reason. Students should not allow non-residents to gain access into the residential facilities. The propping of doors is prohibited.

If you lose your CrimsonCard, visit [crimsoncard.iu.edu](http://crimsoncard.iu.edu) to deactivate your card. This will prevent unauthorized entry by another person. You will also need to visit the CrimsonCard office and pay the replacement fee to obtain a new card. Access for new cards can take several hour to load.

In the event that you need a temporary card, guest passes can be issued to you from your community office and will provide access to your residential community for up to 72 hours. All guest passes must be returned to avoid charges.

## ***Meal Plan***

Residents of Ball Residence Hall, University Tower, and North Hall are required to purchase a meal plan and will automatically be assigned the All Access Meal Plan once the housing contract has been accepted. For those residents that would like to switch their plan, please visit [mealplans.iupui.edu](https://mealplans.iupui.edu).

Elective meal plans are available for on-campus students residing in the Riverwalk Apartments and Townhomes. For more information, visit [mealplans.iupui.edu](https://mealplans.iupui.edu).

## ***Streaming Entertainment Service (TV)***

Living on-campus includes access to streaming entertainment services through Xfinity on campus offering live and on demand TV and movie selections. Residents also have access to movie streaming through ResLife Cinema. Visit <https://kb.iu.edu/d/aore> for more details on how to setup and access streaming entertainment services.

## ***Internet***

IU Secure is the wireless network for students, faculty, staff, and affiliates on all Indiana University campuses, including inside all IUPUI residential communities, which offers wireless internet access through their own network. For details about connecting to IU Secure, see the appropriate instructions for your operating system or device by reviewing the online UITS Knowledge Base at [kb.iu.edu](https://kb.iu.edu). If your internet is not working, contact University IT Services (UITS) at [ithelp@iu.edu](mailto:ithelp@iu.edu) or 317-274-4357.

## ***Computer Labs***

Computer labs are available in most of our residential communities and are open 24 hours. Your CrimsonCard permits you to access your individual community computer labs and to use the Housing and Residence Life computers and printers. As a resident, you may use the computers by logging on with your IU username and passphrase.

For questions or to report a problem related to the equipment in the computer lab, please visit your community office.

## ***Telephones***

Local phone service is not automatically provided in student residence hall rooms or apartments. Individual lines can be activated in some facilities.



## Laundry Facilities

**Ball Hall, University Tower, and North Hall:**

Washers and dryers are available to use, free of charge, and are located in designated laundry rooms in our communities. Residents are responsible for their own laundry items and for following the proper procedures that are posted for washing and drying clothes.

**Riverwalk Apartments and Townhomes:**

A washer and dryer is included in each apartment or townhome. Residents are responsible for their own laundry items and for following the proper procedures for washing and drying clothes. It is the responsibility of the resident to learn the proper operation by reading the appliance guidelines.

## Mail Delivery

Packages or oversized mail can be picked up at your Community Office during hours of operation. After receiving delivery, the front desk assistant will notify the resident through the [reslife@iupui.edu](mailto:reslife@iupui.edu) e-mail account stating that they have a package to pick up at the front desk of their community office.

Mail is delivered to Ball Hall, University Tower, and North Hall residents Monday through Friday, excluding holidays, by the Office of Housing and Residence Life staff.

Riverwalk Apartments and Townhomes receive mail Monday through Saturday, excluding holidays, by the U.S. Postal Service.

Depending on which residence you live in, your mail should be addressed:

<b>Ball Hall</b>	<i>Resident's Name</i> 1226 West Michigan Street Wing A or B & Room # Indianapolis, IN 46202
<b>University Tower</b>	<i>Resident's Name</i> 911 West North Street Room # Indianapolis, IN 46202
<b>North Hall</b>	<i>Resident's Name</i> 820 West North Street Room # Indianapolis, IN 46202
<b>Riverwalk Apartments Townhomes</b>	<i>Resident's Name</i> Street name Apt. # Indianapolis, IN 46202

Forwarding Address: To ensure that your mail is forwarded, a change of address card must be filed with the U.S. Postal Service at least two weeks prior to your departure. The Office of Housing and Residence Life should be advised of your forwarding address as well as all publishers to which you have subscribed. Updates may be completed online with the U.S. Postal Service at [moversguide.usps.com](http://moversguide.usps.com) and the Registrar's Office at [one.iu.edu](http://one.iu.edu)

### ***Mail Theft***

It is never safe to send cash through the mail, whether you are sending it to a house, apartment or residence hall. We recommend that your family and friends refrain from sending cash or gift cards through the mail. Look into cashier's checks, money orders, reloadable debit cards or wire transfers as an alternative.

### ***Maintenance***

Our team offers health and safety inspections, general maintenance repairs, as well as custodial services. Housing and Residence Life custodians clean all public areas in our facilities. It is the responsibility of the resident to clean individual bedrooms and/or bathrooms. Work orders are typically addressed within two business days. Please visit the website listed below for the most up-to-date information on when our staff complete non-emergency work orders.

Any maintenance needs or damages to your living unit or community area should be immediately reported to your Community Office by either visiting a desk assistant during the posted hours of operations or by completing an online work order at [housing.iupui.edu/current-resident/submit-workorder.shtml](http://housing.iupui.edu/current-resident/submit-workorder.shtml). For additional information on maintenance needs and work order requests, please review policy RL. 24.

### ***Pest Control***

The Office of Housing and Residence Life has contracted ARAB Pest Control, a University-approved contractor, to provide preventive pest service in all residential facilities. ARAB visits once a week to perform preventive treatments along with any additional requested services for each of our on-campus housing facilities. To report a pest problem please contact your community office or submit an online work order. Please report a pest control issue within 24 hours of becoming aware of the issue as we will treat the issue promptly. In certain circumstances, we may temporarily move a resident during treatment of issue.

### ***Vending***

Vending machines are located in most residence halls and apartment communities. Please see your community office for exact location.

### ***Space Reservations***

Residents or resident groups may arrange to use indoor or outdoor space at one of our facilities for an event or activity. All requests should be submitted at least five business days prior to the event by using our online form at [housing.iupui.edu/current-resident/space-reservation.shtml](http://housing.iupui.edu/current-resident/space-reservation.shtml). Submitting a request does not guarantee an approval. Reservations submitted on Friday will not be considered until the following week.



### **Rental Verifications**

Students can request a proof of address verification by emailing [reslife@iupui.edu](mailto:reslife@iupui.edu) from their university email account. Please allow 2-3 business days for processing and an email response will be sent with an electronic copy attached. Items that Housing can verify include address, length of residency, and estimated semester charges. Housing cannot verify monthly payments, account status, etc. The office does not fill out any verification of housing forms from any outside vendor or agency.

## **Health & Safety**

### **Emergency Numbers**

IUPUI Police Department.....317-274-7911

For assistance after hours, please contact the RA on duty for your community listed below. When leaving a message, please leave your name and phone number.

**RA on Duty (9:00 p.m. - 8:00 a.m. M-F and All Weekend)**

### Phone Numbers

Ball Residence	- - - - -	317-414-9383
University Tower	- - - - -	317-414-9929 or 317-414-2759
North Hall	- - - - -	317-612-7022 or 317-612-7056
Riverwalk Apartments & Townhomes	- - - - -	317-414-9825 or 317-414-2357

Being prepared for an emergency can be an important way to help promote a safe living and learning environment. Explore information about emergency preparedness, how to report a crime, bias incidents, and become familiar with the different ways we can promote a safe campus together by going to [safe.iupui.edu](http://safe.iupui.edu).

### **Emergency Procedures**

#### ***Fires and Fire Alarms***

You should evacuate the building any time the fire alarm sounds. Familiarize yourself with the fire safety instructions. In case of fire, activate the building fire alarm and exit the building.

#### ***Tornado and Storm Procedures***

Tornadoes can occur any time during the year. The approach of severe weather may be announced by the Civil Defense Emergency siren, radio and television bulletins, or by the Residence Life Staff.

- A Tornado WATCH means tornado conditions exist in the area, and there is a possibility that one will develop.
- A Tornado WARNING means a tornado has been sighted in the area, and you should take cover immediately.

In case of an approaching tornado, you should observe the following procedures:

1. Move to the lowest floor that can be reached before high winds or a tornado strike.
2. Sit in a central hallway; cover your face with folded arms.
3. Stay away from windows and doors.
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. Listen to your RA or the RA on Duty as they will provide in the moment direction.

### ***Armed Assailant***

We take any armed assailant situation extremely seriously. If you become aware of an armed assailant situation at IUPUI from IU Notify or from a Housing Staff Member then follow their instructions:

1. If you are asked to “shelter in place,” then this means that you lock yourself into a secure location and do not leave or allow anyone entry into your location until the “shelter in place” has been lifted.
2. If you are in on campus housing, then you should stay in your room and not leave until IU Notify lifts the “shelter in place.”
3. If you hear shots fired or see a person with a gun, then call campus police at 317-274-7911. Do not approach any individual with a gun or weapon.
4. Residents who fail to follow guidelines may be subject to disciplinary action.

## ***Personal Health and Safety Information***

### ***Personal Safety***

After dark, you should walk in well-lit areas with at least one other person, or if possible, in a group. In case of an emergency, there are “emergency phones” available in parking garages, outside areas, and hallways of some campus buildings. The outside campus phones are identified by yellow boxes and a distinctive blue light above them. These provide free access for people on campus to request any type of assistance.

Students may obtain an IUPUI safety escort to their car or another building on campus by calling 317-274-SAFE (7233), 24 hours a day. If students run out of gas, have a dead battery, or flat tire, they may call for assistance at the same number.

### ***Protection of People and Property***

You can assist in personal safety and protection of property by observing good safety practices.

- Lock your door when you leave your room/apartment.
- Lock your door even if someone is asleep in the room.
- Never leave doors propped open for any reason.
- Always identify visitors before you open the door.
- Keep all items of value, such as money, wallets, purses and jewelry, in a secure, out of sight location.
- Engrave valuable items with your name. Keep a record of all valuables, their



description and serial numbers.

- Never loan keys or ID to anyone.
- Do not leave keys lying around in your room/apartment.
- If your key is lost or stolen, report it to the Office of Housing and Residence Life immediately.
- Report all thefts immediately to the IUPUI Police, your RA and/or the Office of Housing and Residence Life.
- Report to the Office of Housing and Residence Life all doors, locks or windows needing repair.
- Be suspicious of unknown persons loitering or checking doors in your living area. Note their description and call the IUPUI Police immediately.
- Require identification and authorization from repair or maintenance personnel wishing to enter your room or apartment.

### ***Student Property Insurance***

The University and the Office of Housing and Residence Life do not accept responsibility for loss, theft, or damage to property. It is strongly recommended that you obtain insurance coverage for your personal property. Homeowner's, personal property or renter's insurance may provide adequate coverage.

### ***Health and Safety Inspections***

To ensure the health and safety of all residents, health and safety inspections are typically completed at least two times each semester and residents are provided with at least 72 hours of advanced notice. Resident Assistants or other authorized University personnel conduct these inspections and check for general cleanliness, unauthorized appliances, presence of alcohol, and missing and/or damaged furnishings. Residents in violation of University policies may be fined or sanctioned.

Inspections of each space will be conducted by a Resident Assistant and/or professional housing staff member who will make a written evaluation. A copy of the evaluation will be left in the room/apartment. Repeated violations of health or safety standards may result in removal from University housing.

- If conditions are found that are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours for a second inspection.
- If the same or similar condition(s) exist during the second inspection, the resident(s) will be assessed the fee for a cleaning service to clean your room/apartment.

### ***Health and Wellness***

If you are injured or become ill, you should visit Student Health Services, located on the main level of Coleman Hall, Suite 101 or call 317-274-8214. You may also visit the second floor of the Campus Center, 420 University Blvd., Indianapolis, IN 46202 CE 213, or call 317-274-2274.

For updated hours and billing information, please visit [health.iupui.edu](http://health.iupui.edu).

## ***Environmental Health and Safety Information***

IUPUI is committed to providing healthy living environments for all of our residents. Should a resident have concerns regarding the air or environmental quality of their unit, they should report these concerns to Housing and Residence Life. If evidence exists that there may be environmental issues, Housing and Residence Life may request that Environmental Health and Safety conduct an air and/or environmental quality test. If evidence does not warrant a test, but the resident still requests that a test be completed, the resident will be responsible for the costs associated with the test if the results do not indicate environmental quality issues.

### ***Asbestos***

OSHA Asbestos Standard Communication Hazard 29 CFR 1926.1101 (Sec K). An asbestos inspection was performed at the Ball Residence Hall and Ball Annex Buildings from December 1997 to January 1998 by the IUPUI Environmental Health and Safety Department. The purpose of the inspection was to be in compliance with the OSHA Communication of Hazards referenced above.

Environmental Health and Safety's inspection encompassed all identifiable and accessible suspect asbestos containing material (ACM) throughout the Ball Residence Hall and Annex facility for purposes of determining location, friability, condition and where sampling was performed. A "friable" material is a material that when dry can be crushed, pulverized or reduced to a powder by hand pressure. The following materials were identified as friable or non friable ACM based on the inspection, sampling and analysis:

- Pipe insulation and fittings
- Floor tile and mastic
- Steam system pipe insulation and fittings
- Fire rated doors
- Roofing materials

The above listed materials are found in various rooms and corridors. Asbestos pipe insulation can be found in the rooms, above ceilings, behind walls and in pipe chases.

### ***Recommendations***

The condition of the material was determined at the time of the survey. ACM conditions are subject to change based on physical and natural deterioration. Contact the Residence Coordinator if damaged ACM is found. The Asbestos Inspection Survey Report for Ball Residence Hall and Ball Annex is maintained at IUPUI Environmental Health and Safety and at the Office of Housing and Residence Life.

### ***Bed Bugs***

Bed Bug issues arise at universities from time to time. We take all bed bug reports seriously and take immediate action. We do treat rooms for bed bug issues when we become aware that an issue could exist.

Specific information about bed bugs and our treatment protocol is as follows:

- Bed bugs do not show up in a room location randomly. Bed bugs are hitch hikers and they can attach themselves to one's clothing/personal items





without detection. Bed bugs are spread when they attach themselves to the personal items of a person who is staying or visiting for an extended period of time in a location where bed bugs are present.

- Bed bugs are flat, reddish brown, oval in shape, and about 3/16-inch long. These insects are approximately the size of an apple seed and often appear swollen and reddish. A majority of bed bugs time is spent hiding in clusters in cracks and crevices where they are sure to be hidden from plain sight. Due to their size, bed bugs can hide in various locations. Some of these locations include mattresses, box springs, tiny cracks and crevices, carpets, and wall borders.
- Bed bugs are NOT known to cause any diseases. They do bite, which could cause bumps and skin irritation.

#### Treatment:

Please notify us immediately if you believe you may have bed bugs in your residence hall room and/or if you notice any bites. You may notice that you have small bites that are all in a row or in a group in a small area on your body along with small drops of blood on your sheets. Upon notification of a potential bed bug issue we will immediately do the following:

1. Interview the resident reporting the issue and any additional students who that resident has visited.
2. If no bed bug activity evidence is discovered, we will install climb up monitoring devices for up to two weeks.
3. If bed bug activity evidence is discovered, we will proceed with a heat and chemical treatment administered by our pest control company.
4. Students will be relocated during the heat treatment process, but not before that process begins.
5. Students are expected to fully follow our directions and instructions in order to eliminate the issue and to prevent spreading the issue to other room locations.

#### Prevention:

While it is impossible to completely prevent exposure to bed bugs, these precautionary measures can help minimize exposure and help with early detection:

- Keep rooms clean, orderly, and difficult for a bed bug to hide easily by cleaning and vacuuming 1-2 times/week, throwing away trash/garbage twice a week and keeping food items in plastic bins that are sealed and not in paper bags or cardboard boxes.
- Ensure that your laundry, linens and towels are cleaned by washing/drying your sheets and clothes on high heat one time per week, washing/drying your comforter on high heat once a month, keeping your bed made each day and tucked in tight around the corners and edges, and keeping clothes in a hamper or basket at all times.

### Financial Impact:

Bed bug remediation is expensive and costs a minimum of \$1,000 per treatment to effectively eliminate them from a room.

- We work closely with students to eliminate the issue and to make sure that they do not reintroduce bed bugs back into their room after our treatment.
- Students who have multiple bed bug incidents that require bed bug remediation or students who do not follow our instructions for treatment will be billed for the cost of remediation treatment.

### ***Lead-Based Paint***

Pursuant to federal law (24 C.F.R. Part 35 and 40 C.F.R. Part 7450), beginning September 1996, the Office of Housing and Residence Life must disclose any known lead-based paint hazards when leasing non-exempt residential property built prior to 1978. Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards is listed below.

Lead Warning Statement: Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessees must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. For more information about lead-based paint, please visit [epa.gov/lead](http://epa.gov/lead).

### Lessors Disclosure:

- University Tower, North Hall, Riverwalk Apartments, and Townhomes-Lessor has no knowledge of lead-based paint hazards in the housing.
- Ball Residence Hall: Lessor has knowledge of lead-based paint and/or lead-based paint hazards in the housing. Lead-based paint may exist, in limited quantities, in non-refurbished areas within Ball Residence Hall. For detailed information regarding the locations, please visit the Office of Housing and Residence Life.

### ***Storm Water Notice***

Storm water runoff can accumulate pollutants such as oil and grease, chemicals, nutrients, metals, and bacteria as it travels and has the potential to carry contamination associated with construction activities, facilities maintenance, accidental spills and illegal dumping to nearby streams and rivers. Heavy precipitation or snow melt can also cause sewer overflows that may contaminate water sources with untreated human and industrial waste, toxic materials, and other debris. Never dump trash or chemical products, including waste engine oil, into storm drains! Many of the drains on campus lead directly to Fall Creek or White River. Report any signs of improper chemical disposal or storm water discharges by calling 317-274-7911. Campus safety officials will respond and investigate your concerns.



# Policies & Procedures

## *Housing and Residence Life Policies*

### **Legend**

This symbol and background indicates the information only applies to residence halls.

This symbol and background indicates the information only applies to apartments.

This section generalizes the policies and procedures followed by the Office of Housing and Residence Life at Indiana University-Purdue University Indianapolis. It is important that you are also aware of the specific regulations and information for your housing area.

In addition to policies per the Code of Student Conduct, (referenced in the IUPUI Student Rights, Responsibilities, and Conduct Section), the Office of Housing and Residence Life has specific guidelines for alcohol use in campus housing grounds and facilities.

### ***RL 1. Alcohol Policies***

In residential housing where any assigned resident is under the age of 21, alcohol containers or paraphernalia of any kind, closed, open, or empty, are prohibited (this includes beer cans, shot glasses, liquor bottle collections, etc.). Community containers of alcohol (containers larger than a half gallon) are prohibited in any campus residence.

Alcohol may only be possessed or consumed in an apartment or North Hall space where ALL assigned residents and guests are 21 years or older, but may not be possessed or consumed in a lounge, stairwell or other residential common area or in the presence of anyone under the age of 21.

Residents under the age of 21 are not permitted in the defined bar area in the restaurant at University Tower. Any resident under the age of 21 who enters the bar area in the restaurant at University Tower will be subject to disciplinary action.

### ***RL 2. Anti-Bullying & Intimidation Policy***

The Office of Housing and Residence Life seeks to create a community where everyone is valued, appreciated, and supported. Bullying is defined by The Office of Housing and Residence Life as actions and behaviors that are intended to intimidate, coerce, degrade, abuse, badger, harm or negatively impact another person. This definition includes but is not limited to sexual orientation, gender expression, sex, race, ethnicity, socioeconomic status, ability, size, religion, age, and veteran status. This policy also includes situations in which roommates use bullying tactics to intimidate their roommate. Students who exhibit bullying behavior toward another student will be held accountable through the IUPUI Student Conduct System.

### ***RL 3. Automobile Repairs***

Residents are permitted to conduct minor preventive maintenance and automobile repairs in the campus housing parking lots as long as these activities do not interfere with the normal use of the parking lot. Any fluids or parts must be disposed of in accordance with all federal, state, and local laws.

### ***RL 4. Bicycles***

Bicycles are permitted in an individual resident's room as long as they are stored in a safe manner and do not impede the flow of traffic. Bicycles may not be parked in hallways, stairwells, lounges, bathrooms, or other areas so designated by the Office of Housing and Residence Life. Additionally, bicycles may not block access to any building or handicap ramp. It is suggested that students use a steel lock, in place of a chain lock, to secure the bicycle to the rack.

The Office of Housing and Residence Life reserves the right to remove bicycles that appear to be abandoned as evidenced by signs of disuse or neglect, and those that are secured in areas against housing policies.

Parking and Transportation Services on campus provides the opportunity to register your bicycle with the university, free of charge. Visit [www.parking.iupui.edu/pages/trans/bike.asp](http://www.parking.iupui.edu/pages/trans/bike.asp).

### ***RL 5. Business Establishment***

No individual or group may act as a vendor, sales agent, or in any manner set up a business enterprise in the campus housing facilities. Any resident considering the establishment of any type of business necessitating the use of a room for a business office, other than officially sanctioned University business, must obtain special written permission from the Office of Housing and Residence Life.

### ***RL 6. Confidentiality***

Residence Life staff members will respect private information that residents may share and keep it confidential. However, staff members will not, and cannot, promise absolute confidentiality. For resident safety and security, staff members are required to report to their supervisors any information concerning the safety and well-being of residents.

### ***RL 7. Damages***

Upon moving in, residents are required to fill out a Room Condition Report (RCR). The RCR must be completed and turned in promptly to the RA. Residents that do not turn in their RCR will be responsible for all damages in their unit whether it was present upon move in or not. Failure to turn in a RCR forfeits the resident's right to appeal any damage charges accrued.

Damages caused by abuse or misuse of Housing and Residence Life facilities or equipment will be billed to the individual(s) responsible for the damage. Multiple or repeated incidents of damages may result in disciplinary action.



The residential rental fees are designed to cover routine cleaning and maintenance. 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 floor, wing or building may be assessed common area charges that will be split among all residents involved. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Housing and Residence Life (Attn: Damage Appeal Committee) within thirty (30) days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted. Damage charges will be posted to the resident's bursar account and the resident is responsible for paying the charges directly to the Bursar.

### ***RL 8. Decorations, Furniture and Room Personalization***

You are encouraged to personalize and decorate your living area in a reasonable and comfortable manner as long as you do not damage or make permanent changes to the livability, appearance or furnishings in the room. Please adhere to the following requirements when decorating your living space:

#### Decorating:

- Do not hang items from the sprinkler heads located on the ceilings or on the walls.
- The use of painters tape is preferred. Damage caused by removal of products may result in a damage fine.
- Do not overload electrical circuits.
- Emergency and exit lights may not be obstructed and must be visible at all times.
- Materials may not be placed over exit signs, fire doors or any electric light fixture.
- Fire doors at any location may not be propped open for any reason.
- Only artificial Christmas trees are allowed.
- Use only fire-resistant material when decorating.

#### University furnishings:

- Mirrors, including Riverwalk Apartment closet doors, may not be moved from their fixed positions.
- You are responsible for all furniture in your individual living space and common area if you live in an apartment.
- Loft systems are prohibited in campus residential facilities (except those provided by Housing and Residence Life in specific rooms).
- Furnishings may not be moved from your room, transferred from one room to another, or exchanged between rooms.
- Extra furnishings resulting from a vacancy cannot be moved.
- Repairs or alterations may not be made by anyone other than authorized University personnel or contractor. This includes, but is not limited to, temporary or permanent changes, painting, removal of screens, or the installation of air conditioning units.

### ***RL 9. Eligibility Requirements***

Any person who has been admitted to and will be enrolled as a full-time student (as defined by your academic program) on the IUPUI campus, any IUPUI faculty member or staff member, or any University-affiliated personnel who are deemed to be eligible by the Office of Housing and Residence Life. Additional eligibility requirements are outlined in your contract. Persons not meeting or maintaining the eligibility requirements may appeal to the Office of Housing and Residence Life. Please contact the main housing office for additional information on these requirements.

### ***RL 10. Electronic Safety***

To ensure that electronic devices (including computers, televisions, and audio/video equipment) are protected, residents should appropriately utilize UL-approved surge protectors and extension cords. Piggybacking of power strips or extension cords is not allowed as it is considered unsafe.

### ***RL 11. Eviction***

The Office of Housing and Residence Life attempts to resolve contract or policy violation(s) in a manner that does not disrupt a resident's educational or professional goals. However, if a violation cannot be resolved, a loss of housing privileges and/or cancellation of a housing contract may result in the following:

1. Residents will be given 72 hours to vacate the space.
2. If, at the end of this period the resident has not vacated the space, the lock(s) will be changed.
3. Any unclaimed personal items will be packed and stored for thirty (30) days.
4. After 30 days, the belongings will be disposed of.
5. Residents will be billed for any expenses incurred, including, but not limited to, storage, moving, improper move out, contract termination fees, and any room damages.

### ***RL 12. Interim Eviction***

The Office of Housing and Residence Life may determine that sufficient cause exists to impose interim eviction on a student pending disciplinary proceedings and/or medical evaluation. If imposed, a resident is required to leave the residence within the time specified in the interim eviction notice.

During interim eviction, students are responsible for the cost of their contracted space unless the student breaks their housing contract, fully moves all items from the premises, and checks out of their room/apartment. If students choose to break their housing contract, billing for the space will be stopped effective the day the space is fully vacated and the student has checked out, which includes notifying a Housing and Residence Life staff member. Please note that students will be responsible for any fees associated with early termination of their housing contract.

### ***RL 13. Fines***

The Trustees of Indiana University have granted the Office of Housing and Residence Life the authority to establish and assess fines for damages and failure to comply with certain regulations pertaining to the campus living units. For potential fines and/or damages, please refer to the Sample Damages & Fines List appendix in this publication.



### ***RL 14. Guest & Visitation Policy***

Guests may visit at any time except when limited by residents themselves or by the Office of Housing and Residence Life. Visitation is a privilege, not a right, and must be respected to maintain residential communities that are conducive to learning and growth. It is critical that the privilege of visitation not supersede residential safety or a roommate's right to privacy, sleep, and study time. The rights of safety, security, privacy, sleep, and study are absolute and fundamental principles of the IUPUI Visitation Policy.

Residents' guests are allowed to visit our community, including overnight, for a period not to exceed 72 hours. This courtesy is available only once per month. Guests are expected to leave at the end of 72 hours whether these have been used consecutively or intermittently; these hours are not renewable. When individuals fail to comply with this policy, Housing and Residence Life reserves the right to commence disciplinary proceedings or issue ban letters as applicable. Individuals who receive ban letters are no longer welcome in our community, and violators are subject to immediate arrest and subsequent prosecution. Cohabitation is strictly prohibited.

Housing and Residence Life staff reserve the right to alter visitation privileges and/or procedures as situations may require for the proper operation of the community. The right to privacy of roommates will be respected, and permission must be granted by the roommate for a guest to be present. A resident may declare his or her room off limits to guests at any time. No more than two guests per resident are permitted. As the host, it is your responsibility to ensure that:

- All guests are expected to abide by IUPUI policies at all times. Students will be held directly responsible for conduct occurring in their residence and for their visitor's behavior.
- Any guest must be accompanied by a host or hostess at all times. Unescorted visitors will be required to leave the Residence Halls immediately.

### ***RL 15. Heat / Furnaces***

**Ball Hall:** The heating system in Ball Hall is provided through a steam radiator system. When activated, it takes approximately 24 hours for the boiler to reach full temperature. Additionally, when turned off, it takes another 24 hours for the system to cool down. When there are periodic changes in the weather, the system cannot reach optimum temperature. Therefore, the general practice is that the heating system is turned on for the winter when there are three consecutive days of 50 degrees or less day time temperature. Similarly, the heating system will remain on until there are three consecutive days of 55 degree or higher day time temperature.

**All Other Facilities:** Each room is equipped with a thermostat that can be adjusted to manage room temperature. Both the heat and air-conditioning is managed through the thermostat in each resident room. Each unit in these facilities is provided with an individual heating and air-conditioning (heat pump) unit. When the heating system is not in use during the summer and fall, dust can accumulate on the element. Therefore, when the unit is used for the first time in the winter, there can be a brief odor associated with the element heating the dust. Do not be alarmed if this occurs. However, to prevent your smoke detector from activating,

you should open a window to ensure that fresh air circulates through your unit.

### ***RL 16. Illegal Drugs***

Use, distribution, or otherwise possession of illegal drugs (such as marijuana, cocaine, crack, ecstasy, etc.) and controlled substances (i.e. prescription medication) are strictly prohibited at IUPUI and in Housing. In addition to charges under the student disciplinary process, students may be evicted from housing.

### ***RL 17. Keys & IDs***

Resident keys, and where necessary, mailbox keys will be issued upon your arrival and registration. Residents must have a signed contract agreement to be issued a key. Keys are University property and may not be duplicated.

Residents are not permitted to loan keys or IDs to another person, or allow another person to access their unit when they are not present.

Keys are to be turned in when you move out of your living facility. Persons failing to return keys will be charged the replacement fee. The cost of each lock replacement is \$100 for each door key and \$10 for each mailbox key. You are responsible to notify your community office immediately if you lost your key. In some instances, a temporary key may be issued or a staff member can assist you to get back into your assigned living unit. You are responsible for damages or theft attributed to your lost key. If you lose your key after hours, please call the RA on Duty.

University Tower and North Hall residents will not obtain a physical key. You will be required to have your Crimson Card for entry to your floor and individual room. If you lose or damage your Crimson Card, you will need to go to the Crimson Card office to get a replacement card immediately. Crimson Card reprogramming will be treated as a resident lock out.

### ***RL 18. Common Areas & Community Restrooms***

Use of Common Areas & Community Restrooms:

- Residents are responsible for keeping these areas clean and labeling any items (food, drinks, toiletries) that are placed in common areas. Personal items should not be left or stored in common areas or community restrooms.
- Residents are expected to conduct themselves in a manner which does not interfere with the use and quiet enjoyment of the space by others.
- The Office of Housing and Residence Life is not responsible for any items damaged or missing that are left or stored in common areas.
- Personal dishes and utensils are personal property and are to be kept in individual rooms.
- Items left in common areas are subject to removal and will be discarded.
- Furnishings in the lounges, study rooms, computer labs, and public areas are for the collective use of all residents living in the area.
- Furnishings, decorations, technology, and blinds are to remain in their proper location and may not be moved to resident rooms or to any other area.
- Shower stalls, toilet stalls, and single-use restrooms may only be utilized by one person at a time.





### ***RL 19. Liability***

The University and the Office of Housing and Residence Life assumes no responsibility for the accident, injury, loss, or damage to persons, nor any theft, loss, or damage of personal belongings in or on residence hall/apartment property. This policy extends to resident rooms, resident apartments, automobile and bicycle parking areas, as well as all other living unit areas. Residents should obtain insurance to cover personal property. Residents should contact IUPUI Police with any theft, damage, or injury concerns.

### ***RL 20. Light Bulbs***

In all residential facilities, burned out fluorescent tubes will be replaced by the Office of Housing and Residence Life. Black lights are not permitted in fluorescent tubes. Incandescent bulb replacement for fixed fixtures is the responsibility of the Office of Housing and Residence Life. Please report missing or non-functioning lights by submitting a work order.

### ***RL 21. Lock Out***

If you are locked out of your room, you must visit your Community Office to be let into your room. Community Office hours are posted at each office at the beginning of each semester. Call the RA on Duty from 9 p.m. to 8 a.m. on weekdays and 24 hours on the weekends. Residents receive one free lock out per semester. After your first lockout you will be assessed a \$15.00 lock-out charge per incident. Lock out charges are billed to the resident's Bursar Account once a month. If you lose your Crimson Card, then a temporary card can be issued until you replace your Crimson Card (lockout fees apply). The Lock Out charge during break periods (Fall, Thanksgiving, Winter, and Spring) is \$50.00.

### ***RL 22. Lost and Found***

Please turn all abandoned or lost items to the individual Community Offices. Any unclaimed items will be disposed of after 30 days.

### ***RL 23. Mail Delivery***

Residents living on-campus are expected to pick up mail on an ongoing basis during the academic year. Only the individual(s) listed on the individual parcel(s) may be able to receive the mail, package, delivery, etc.

### ***RL 24. Maintenance***

Only IUPUI staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. 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 a maintenance emergency, advance notification may not be possible.

Any maintenance needs to your living unit or community area should be immediately reported to your Community Office. To report a maintenance problem, please complete a work order request form at any time by visiting [housing.iupui.edu](http://housing.iupui.edu) and

clicking on the "Maintenance Issue" button on the right hand side. During break periods (i.e. winter break), please contact the RA on duty.

In the event of a maintenance emergency, residents should contact their Community Office during normal office hours. After business hours, call the RA on duty.

Maintenance issues that constitute an EMERGENCY:

- No heat
- Power outages that impact an entire apartment, floor or building
- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms associated with fires or other disasters

Other maintenance issues will be addressed during regular hours as published on the work order web page available at [housing.iupui.edu](http://housing.iupui.edu). Please note, air conditioning issues and clogged toilets are not considered an emergency.

### ***RL 25. Move Out***

All residents moving out of a residential facility must complete the correct move out procedures. Failure to complete the move-out process correctly will result in substantial fines. Specific move out procedures are available from your Resident Assistant and/or the Office of Housing and Residence Life. To avoid charges, a unit/room must be in the condition noted on the move in room condition report with trash emptied, floor cleaned and all keys returned to the Office of Housing and Residence Life.

Residents must give written notice to the Office of Housing and Residence Life prior to your departure date if you will be moving out prior to the end of your contract. To cancel your housing contract you will need to complete the online Contract Cancellation form in your Housing Service Center, [housing.iupui.edu/hsc](http://housing.iupui.edu/hsc). Notification by any other means or to any other University office will not be recognized. Your Contract Agreement will determine any remaining financial obligation. Failure to pay in full all rental charges, late fees, fines and damage charges prior to departure may result in referral to an outside collection agency.

Residents may request to extend their end of Spring semester move out date and housing contract for up to 29 days by submitting a request online ([www.housing.iupui.edu/HSC](http://www.housing.iupui.edu/HSC)). Requests are not guaranteed and can only be considered during the month of April, while the form is available. Contract extensions are not available for summer residents.

Staff members conduct a final inspection of a vacated room. Any damages that are found will be billed to the resident(s) of the room (see Housing Contract Information).

### ***RL 26. Parking***

Parking is permitted in designated areas only. Parking along yellow-lined curbs, in front of accessibility ramps, in reserved parking spots or driving on service roads



is prohibited. You 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 IUPUI Police Department and Parking Services are responsible for enforcing motor vehicle regulations on campus. Parking at IUPUI is based on a paid parking system. Parking permits are not transferable. Parking Permits are available to any residential students with vehicles and are issued on a first come, first served basis. For more information on parking, please visit [parking.iupui.edu](http://parking.iupui.edu), or call (317) 274-4232. If your housing contract ends before the school year, you must turn in your permit, or exchange it at Parking Services for a non campus housing permit.

Guests: There are no parking spaces in the campus housing parking lots designated for visitor parking. Guests of residents at Ball Hall or the Riverwalk Apartments and Townhomes may find limited free parking on Porto Alegre St. or can obtain a temporary visitor's pass from Parking Services directly.

### ***RL 27. Passive Participation***

Residents are obligated to remove themselves from any situation and/or immediately report where a violation is occurring. Residents present during an incident in which a violation of the Residential Policies and Procedures and/or the Code of Student Rights, Responsibilities, and Conduct is on-going may be held accountable for through the university student conduct system.

### ***RL 28. Pest Control***

It is the responsibility of the resident to report a pest control issue within 24 hours of becoming aware of the issue in order for the Office of Housing and Residence Life to treat the issue promptly. To report an issue, please go to your community office or submit an online work order.

### ***RL 29. Prohibited Items***

The following items are prohibited in campus residential facilities regardless of these items being your property or the property of your guest:

- Candles (lit or unlit) or any other appliances that make an open flame or have exposed heating elements are prohibited in all residential facilities. Wax/oil warmers that do not have an open flame or element and tarts (without wicks) are allowed.
- Ceiling fans
- Firearms, including BB & paintball guns, bows/arrows, blow guns, tasers, and martial arts weapons, etc. are strictly prohibited and may lead to immediate eviction from housing.
- Knives and other weapons.
- Personal grills of any kind are not allowed. Common area grills are provided around the Riverwalk Apartments which residents may use.
- Highly flammable items such as fireworks, turpentine, incendiary devices, or other dangerous explosives/liquids.
- Electronic cigarettes, vaporizing devices, or items designed or altered for the use of illegal drugs.
- Fog machines

- Halogen lights (including neon lights and black lights) and lava lamps.
- Hookah
- Incense
- Lofts/Loft kits
- Pets: University environmental health and safety regulations, prohibit the possession of animals, including but not limited to, dogs, cats, birds, alive or dead, and laboratory specimens in the University housing facilities. Maximum of 15 gallons for fish tank(s) per room.
- Space heaters
- Waterbeds
- Other items that are identified as posing health or safety risks to the campus community.
- "Hover Boards", electric scooters, or similar are prohibited within all residence hall facilities.

In addition, the following items are prohibited in Ball Residence Hall, University Tower, and North Hall:

- Air conditioning units - Air conditioning units not provided and installed by the Office of Housing and Residence Life are not allowed in any residential facility.
- Deep fryers
- George Foreman grill or similar product
- Microwaves - Residents can use the microwaves that are provided in select common areas. Residents are responsible for cleaning the common use microwaves after each use.
- Open-element cooking items such as hot plates, toasters, toaster ovens, sterno cookers, fondue pots, etc.

### ***RL 30. Quiet Hours***

Quiet hours are maintained to provide an atmosphere conducive to study. Quiet hours are in effect from 10:00 p.m. to 7:00 a.m., Monday through Thursday; 1:00 a.m. to 10:00 a.m. Friday through Sunday. Courtesy hours are in effect 24 hours a day, however. Certain areas of campus residential facilities may be designated "quiet areas" and are enforced 24 hours a day.

Loitering in hallways, foyers, entryways, parking lots, or other areas that may disturb other residents is strictly prohibited during quiet hours.

Twenty-four hour quiet hours are in effect prior to and during final examinations each semester. Quiet hours are posted in each living unit. Additionally, in rare instances, quiet hours may be suspended by Housing and Residence Life for approved Housing and Residence Life functions. In these instances, event notices will be posted a minimum of 48 hours in advance.

### ***RL 31. Posting Policy***

Subject to regulations, authorized student groups and official University agencies may arrange to use housing facilities such as mail boxes and bulletin boards to



disseminate information, circulate petitions and publicize activities. In University Tower posting will be prohibited on the first and second floors. All requests should be forwarded to the Assistant Director of Housing and Residence Life for approval. Unauthorized postings or postings deemed inappropriate at any time will be removed without notice.

Digital signage is reserved for Housing and Residence Life use only.

### ***RL 32. Refrigerators***

Compact refrigerators are allowed as long as the total for all refrigerators in the room does not exceed 7.0 cubic feet. Both the refrigerator and the power cord must be UL approved and be in safe electrical condition. For proper sanitation and utilization, refrigerators must be cleaned prior to holiday breaks and hall closings.

### ***RL 33. Roof Usage***

The unauthorized use of the roofs of any of the residential facilities is prohibited.

### ***RL 34. Room Cleaning***

Residents are responsible for maintaining a reasonably neat and clean room at all times. Good housekeeping practices are expected of each resident. Residents are required to maintain their unit to the following minimum standards:

- All appliances, floors, and walls are to be maintained in a clean condition at all times.
- Clothes, towels, linens, etc. should be in dressers, closets, and/or in hampers.
- Food should be properly stored. All areas in your living quarters must be maintained in a reasonably clean and sanitary condition.
- Trash should be emptied regularly. Daily disposal of trash in the common trash receptacles or exterior dumpsters will help maintain health and safety standards and a desirable environment in your living unit. Fire and health regulations prohibit leaving trash in the hallways, stairwells, and parking areas.

If your roommate should depart, Housing and Residence Life will give as much notice as possible when assigning a new roommate, however, you may be assigned a new roommate with little or no notice. Therefore, you should make sure that common areas are clean and maintained as outlined above to accommodate any newly assigned resident(s). If your unit is not cleaned in an acceptable manner prior to your roommate's arrival, we reserve the right to have the apartment cleaned, and the cost will be billed to the current resident(s) of the unit.

### ***RL 35. Room Entry and Search***

Residents have the right to privacy within all campus residential facilities. However, the University reserves the right for Housing and Residence Life staff members and duly authorized agents to enter individual rooms in performance of their duties, including, but not limited to, maintenance issues, routine closings, and health and safety inspections. A University residence is not a private living place over which the college has no jurisdiction; rather it is a place provided by the college for students to carry on their personal lives in ways that do not put members of the campus community in jeopardy, do not violate policies outlined in the Residential Handbook and other published university policies, and do not break laws.

### ***RL 36. Safety Equipment***

Tampering with fire safety equipment is a federal offense and may result in criminal charges, fines, disciplinary action and/or termination of a resident's housing contract. This includes fire extinguishers, fire alarm pulls, smoke detectors, sprinkler systems, fire panels, propping fire doors, etc. Covering smoke detectors is strictly prohibited. This includes the hanging of tapestries or other items from the ceiling or sprinkler heads.

Tampering with and/or propping exterior or locked security doors is prohibited. Access to locked doors is limited to residents with proper keys/IDs to provide safety and security. The overall safety and security of all residents is compromised when doors are tampered with, propped open, and/or unlocked.

Residents and/or their guests are not permitted to remove the batteries from the smoke detectors, cover the smoke detector with any item (including tape), nor remove smoke detectors from their fixed positions. Only authorized Housing staff, Campus Facility Services or their authorized agents may remove/replace the batteries or perform necessary repairs to smoke detectors. Violations of this policy (batteries missing from the detector, disconnected detectors, etc.) can result in assessment of fines and/or judicial action. Please submit a work order if you have a smoke detector that is beeping or not working.

Tampering with elevator safety equipment is prohibited. The alarm is designed to be used in case of an emergency. Persons responsible for tampering with, causing damage to or disrupting the operation of the elevators are responsible for repair costs and are subject to disciplinary action.

### ***RL 37. Soliciting and Selling***

Door-to-door selling or soliciting is prohibited in all University housing facilities. You should immediately notify the Office of Housing and Residence Life, the RA on duty, or the IUPUI Police of the presence of any salesperson or solicitor in or around the campus housing units. Such individuals are considered trespassers and may be subject to arrest and prosecution. Residents of campus housing and responsible student organizations may obtain permission from the Office of Housing and Residence Life to sell merchandise or services in the residence halls and apartments. In general, such activities must conform to campus policies and may not be in conflict with State Board of Health regulations, University Contract Agreements, private vendors, or suppliers.

### ***RL 38. Sound Equipment***

Radios, stereos, and all audio equipment may be played in your room/apartment as long as the volume is maintained at a level that is not disruptive to the community. Speakers are not allowed to be placed in windows without written consent of the Director of Housing and Residence Life. Standard-size pianos and organs are prohibited in your room or apartment. The use of electronic audio equipment is a privilege that may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours.



### ***RL 39. Smoking***

In accordance with the IUPUI Smoking Policy, all University facilities, grounds and vehicles are smoke-free. Violations of this policy may result in disciplinary action, including, but not limited to, fines and educational sanctions. Please only smoke in designated areas. There is a \$25.00 fine for smoking in non-smoking areas.

Spice (and other names such as K2, K12, etc.) is prohibited and may lead to eviction from Housing. Additionally, the use of e-cigarettes, vaporizers, or ingestion of bath salts is strictly prohibited.

### ***RL 40. Sports***

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

### ***RL 41. Television Streaming Service***

Television streaming service is provided in all residential facilities. Due to changes in technology and physical restrictions, some residences may have different options than others. Visit <https://kb.iu.edu/d/aore> for more details on how to setup and access streaming entertainment services.

### ***RL 42. Trash Removal & Recycling***

You are responsible for emptying your own waste basket and disposing of any trash in the hall receptacles. Daily disposal of trash will help maintain health and safety standards and a desirable environment in your living unit. Trash receptacles are provided in designated areas in each hall. Fire regulations prohibit leaving waste baskets in the hall. A fine may be assessed for removal of trash from the hallway or common areas. Apartment residents must dispose of their trash in the community trash dumpsters located in the adjacent parking lots; disposal of trash elsewhere on housing property is not permitted and may result in fines.

We offer single stream recycling in all of our residential communities. These bins are located in designated areas and items such as glass, plastic, aluminum, cardboard, and paper can all be recycled. Please ask your community office for specific details regarding the location of bins and what can be recycled.

### ***RL 43. Windows***

Window screens and storm windows must stay in place. If a window screen or a storm window is removed or unfastened, the maintenance staff will reinstall it, and a fine of \$50.00 per removed or missing screen will be assessed. If the screen or storm window is completely removed and cannot be located, a new screen or storm window will be installed, and charges for a new screen or storm window unit will be added to your account, and the fine will be assessed.

Objects dropped or thrown from windows may create a substantial safety hazard. Residents who drop items from the windows will be subject to disciplinary and/or legal action. The display of items in or outside a window is prohibited. The

storage of food and other items in the window is prohibited. Antennae may not extend outside the windows.

## ***Code of Student Rights, Responsibilities, and Conduct***

The general regulations governing the personal conduct of all students at IUPUI are outlined in detail in the Indiana University Code of Student Rights, Responsibilities, and Conduct and can be accessed by going to [www.indiana.edu/~code/code](http://www.indiana.edu/~code/code). Information on the IUPUI Student Conduct System can be accessed at [studentaffairs.iupui.edu/student-rights](http://studentaffairs.iupui.edu/student-rights).

The Indiana University Code of Student Rights, Responsibilities, and Conduct includes, but is not limited to, the following:

1. Dishonest conduct including, but not limited to, false accusation of misconduct, forgery, alteration, or misuse of any University document, record, or identification; and giving to a university official information known to be false.
2. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
3. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
4. Unauthorized release or use of any University access codes for computer systems, duplicating systems, and other university equipment.
5. Conduct that is lewd, indecent, or obscene.
6. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other University or University-authorized activity.
7. Actions that endanger one's self, others in the University community, or the academic process.
8. Failure to comply with the directions of authorized University officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a University facility when directed to do so.
9. Unauthorized entry, use, or occupancy of University facilities.
10. Unauthorized taking, possession or use of University property or services or the property or services of others.
11. Damage to or destruction of University property or the property belonging to others.
12. Unauthorized setting of fires on University property; unauthorized use of or interference with fire equipment and emergency personnel.
13. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
14. Possession of any weapon or potential weapon on any University property contrary to law or University policy; possession or display of any firearm on





- University property, except in the course of an authorized activity.
15. Sale of any firearms from University property or using University facilities, including through computer and telephone accounts; intentional possession of a dangerous article or substance as a potential weapon.
  16. Acting with violence.
  17. Aiding, encouraging, or participating in a riot.
  18. Harassment, defined in Part I ( c ) of the Code.
  19. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.
  20. Physical abuse of any person.
  21. Verbal abuse of another person.
  22. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or University policy.
  23. Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.
  24. Intentionally obstructing or blocking access to University facilities, property, or programs.
  25. Violation of other disseminated University regulations, policies, or rules. Examples of such regulations include but are not limited to University computing policies, residence hall policies, and recreational sports facility policies.
  26. A violation of any Indiana or federal criminal law.
  27. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.

In addition, the university may discipline a student for acts of personal misconduct or criminal acts that are not committed on university property if the acts arise from university activities that are being conducted off the university campus, or if the misconduct undermines the security of the university community or the integrity of the educational process or poses a serious threat to self or others. Residents should refer to the Code of Student Rights, Responsibilities, and Conduct for a complete statement regarding student rights and responsibilities at [studentaffairs.iupui.edu/student-rights/student-code](http://studentaffairs.iupui.edu/student-rights/student-code).

### ***Sexual Misconduct***

Sexual misconduct procedures are outlined in the Indiana University Sexual Misconduct Policy, which can be found at <http://stopsexualviolence.iu.edu/policies-terms/sexual-misconduct-policy.html>. The procedures outlined are followed for the resolution of all allegations of sexual misconduct.

IU prohibits discrimination on the basis of sex or gender and all forms of sexual misconduct. This includes sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation, and stalking.

### ***Bias Incidents***

We encourage members of the community to report incidents of bias, harassment and discrimination through our online form ([https://iupui-advocate.symplicity.com/public\\_report](https://iupui-advocate.symplicity.com/public_report)) . First select your role, then select “Bias Incident” as the “Incident Type” and complete the online incident reporting form.

Your report will be sent to the Office of Student Conduct for further review and referral to staff member in the office or to the appropriate unit on campus.

For more information, please consider contacting the Office of Equal Opportunity as well at 317.274.2306.

The term 'bias incident' refers to the use of language and/or actions that demonstrate bias (prejudice) against persons because of, but not necessarily limited to, their actual or perceived race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, or status as a military veteran.

Bias incidents include, but are not limited to, name-calling, stereotyping, belittling, or excluding others based on their identity. Some, but not all, bias incidents may rise to the level of discriminatory harassment, sexual misconduct, or other violations of policy or law.

## ***Housing and Residence Life Conduct Procedures***

### ***Understanding the Conduct System***

Residents violating Residential Policies & Procedures and/or the Code of Student Rights, Responsibilities, and Conduct are subject to potential adjudication under the student conduct system. Under the applicable procedures, residents may be warned, charged for restitution of damages, assigned a special project, fined, placed on disciplinary probation, relocated, and/or evicted from the residential community and will be prohibited from returning in the future.

Referrals of alleged acts of personal misconduct occurring within a university residence may be directed to the Director of Housing and Residence Life or his or her designee, excluding acts which may result in separation from the university. Acts of personal misconduct which may result in separation from the university will be referred to the Director of Student Conduct or his or her designee.

A detailed description of the conduct process for students can be found at [studentaffairs.iupui.edu/student-rights/student-code](http://studentaffairs.iupui.edu/student-rights/student-code). Residents are also encouraged to contact their Residence Coordinator or Graduate Hall Director if they have questions about the conduct process.

### ***Sanctions***

Normally, no sanction(s) will be imposed against a resident before the conclusion of the conduct process as provided in the procedures ([studentaffairs.iupui.edu/student-rights/student-code](http://studentaffairs.iupui.edu/student-rights/student-code)). However, if a resident is involved in a conduct case in any capacity, they may be permanently reassigned at any time as stated in the Residential Handbook.

Potential outcomes from a conduct meeting include but are not limited to:



1. **Formal Warning:** A warning is a written notification resulting from violations of the Indiana University Code of Student Rights, Responsibilities, and Conduct.
2. **Probation:** Students placed on probation are further warned that any violation of the conditions of the probation or any further acts of misconduct may result in additional disciplinary action, including suspension or expulsion from the university. Students placed on probation may be restricted from other university activities.
3. **Restitution -** charge for repair and/or replacement and associated costs of damaged property.
4. **Fine -** fines are collected for some violations and returned back to the community through building improvements and programming. Fines may be assessed for damages, policy violations and failure to complete assigned sanctions.
5. **Exclusion -** restriction from entering specified areas in the campus housing systems for a designated time period.
6. **Eviction -** contract cancellation, including applicable rent and contract buyout fees.
7. **Additional Disciplinary Outcomes:** The conduct officer is authorized to impose additional sanctions, which may include, but are not limited to, attendance at educational experiences, restitution, orders of no contact and/or no trespass, residence hall assignment relocation or contract termination, or other restrictions.

The Office of Housing and Residence Life may determine that sufficient cause exists to impose interim eviction or relocation on a student pending disciplinary proceedings and/or medical evaluation. If imposed, a resident is required to leave the residence within the time specified in the interim eviction notice. Residents who are interim evicted are responsible for rent during the interim eviction period.

### ***Judicial Violations that May Result in Eviction***

The following is a partial list of violations for which exclusion or eviction may result. This list is not all inclusive, but rather is intended to give some examples of serious violations.

- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- Possession or use of illegal drug, bulk alcohol, and use of illegal bath salts or drug paraphernalia.
- Tampering with fire-safety equipment.
- Physical abuse of others including assault and sexual assault.
- Threats of violence to others, including physical threats and sexual harassment.
- Throwing or dropping objects from or at a building.
- Repeated violation of policies or regulations.

# Your Contract

The following information pertains to all IUPUI Housing and Residence Life Housing Contracts.

## **Contract**

Your Contract Agreement is a financially and legally binding agreement with the University. You may request to cancel your contract, without incurring a penalty, for the following reasons:

1. You are academically dismissed AND you notify the Office of Housing and Residence Life within five (5) days after receiving notice of your dismissal.
2. You participate in any approved IUPUI-sponsored program, such as an internship, student teaching, overseas study, etc., requiring you to be housed off the IUPUI campus.
3. You provide medical documentation of a serious medical problem that makes it impossible for you to remain in campus housing.
4. You graduate before the end of the contract period.
5. You are called to active military duty.
6. Your student visa application is denied.

You (the resident) must obtain and submit a written Contract Release form by logging into [www.housing.iupui.edu/hsc](http://www.housing.iupui.edu/hsc). Notification by anyone else or by any other means or to other University offices is NOT accepted. Detailed supporting documentation must be provided with your request for release.

If you are experiencing difficulties in campus housing, it is your responsibility to communicate this to a RA, RC, or Housing Staff member. Most issues can be resolved through staff referral to appropriate resources and conflict resolution. Should you choose to depart for any reason not listed above or fail to provide required documentation, you will be subject to the terms of your contract in its entirety, including but not limited to applicable penalties.

A resident has the option to appeal the penalties for contract release and should request appeal paperwork from the Housing Office. Appeals and supporting documentation must be submitted together and received by the Office of Housing and Residence Life within ninety (90) days of vacating campus housing residence and should include a description of the resident's reasons for making the request and enumerate steps the resident has made to improve the situation in order to meet contractual obligations. Additionally, any supporting documentation should be provided. Appeals are reviewed by a Housing Appeals Committee & decisions are final.

Your contract may be canceled for violations of your Contract Agreement and if, by judicial process, your continued presence in the residence hall is considered detrimental to the living group or the educational environment. Anyone whose contract is canceled by the University is subject to charges as outlined in the Housing Contract Agreement.



## ***Payments***

### ***Prepayments***

Prepayments are applied to a student's bursar account when individuals accept assigned On-Campus Housing accommodations. These prepayments apply directly to rent and are not considered a deposit.

### ***Payments***

Housing charges are billed in full each semester. Housing rental charges for an Academic Year are posted in two installments prior to the beginning of the Fall and Spring semesters. They are due and payable according to the Bursar billing due dates with all housing charges paid in full prior to mid-term exam period.

Your rent will be considered late if not paid in full by the midterm exam period, and you will be subject to eviction procedures for nonpayment.

Financial Aid Recipients - Financial aid recipients may use their financial aid (scholarships, grants, loans etc.) to pay for their housing charges. Regardless of your financial aid status, all housing charges must be paid in full according to the Bursar's deferment options. The Office of Housing and Residence Life does not have access to a student's financial aid records.

### **Payment Options:**

- **Self-Service Online:** Your student account, including all housing charges, can be paid over the internet by using a service called IU Bursar Pay. IU Bursar Pay can be found by logging into your One.IU account, view "Self Service" tab, find "Bursar" channel and click on "Make a Payment."
- You may also create Authorized Payers, who can use a unique user code/ password that you can assign. Authorized payers (parents, etc.) can set up personal checking, credit card, or savings account information that can only be seen by the payer, and they can access it to make payments directly to your bursar account.
- **In Person:** In-person services, drop box and payment processing is available in Campus Center Suite 250.
- **U.S. Mail:** IUPUI Lockbox, Payment Processing P.O. Box 7245 46205-7245.

\*visit [Bursar.iupui.edu](http://Bursar.iupui.edu) for full terms and options.

## ***Returned Checks or PayPal Chargebacks***

All returned checks will be assessed a \$27.50 or 5% of the check with a \$250 maximum service charge. The amount of the original payment made by check or PayPal will also be due as non-negotiable payment such as a money order. Failure to correct payment issues may result in fees being applied to your bursar account or referral to the student conduct system, or law enforcement, depending on the circumstances.

## ***Subletting/Contract Transfer***

The Housing and Residence Life Contract Agreement and the right of occupancy are not transferable or assignable. Transference of assignment to siblings, children, extended family, or others is not permitted and shall result in contract termination, fines, and/or disciplinary action deemed appropriate by the Office of Housing and Residence Life. Persons other than those on the contract agreement or authorized and on record with the Office of Housing and Residence Life may not occupy the premises on a permanent or semi-permanent basis.

## ***Room Assignment***

Room assignment priority is based on the date of receipt of 1) the application and 2) the application fee. Although no guarantee is made, preferences for the building, room type, area, and roommate are considered in assigning rooms. Normally preference is given to current occupants.

The University makes all assignments without regard to race, color, religion, national origin, sexual orientation, or veteran status and rejects all requests for changes of assignment based on such.

In the event the University is unable to deliver possession of the assigned living unit, you agree to accept assignment to another unit. Residents assigned to temporary, overflow accommodations, such as a floor lounge, at the beginning of a contract term agree to move when a permanent unit/space becomes available. Assignment to temporary, overflow accommodations shall not constitute a breach of this contract.

The University reserves the right to change room assignments for any reason it deems appropriate. Reasons may include, but are not limited to, an alleged infraction of regulations, roommate incompatibility, consolidations, or unavailability of roommates.

If vacancies occur in a double room, triple room, two-bedroom unit, or four-bedroom unit in which you occupy, or any other residential space, the University may assign another person to the vacant space(s) without prior notice to you or may reassign you to other accommodations of equal value.

## ***Room Changes***

The room change process will open the first week of classes. You can request a room change by completing the form located on our website: [www.housing.iupui.edu/hsc](http://www.housing.iupui.edu/hsc). If you are experiencing issues in your apartment, you should also contact your RA or RC to work through the roommate mediation process. Room changes can include requests to change to a vacant space. If residents are wanting to switch rooms with each other, they will need to speak with the Residential Coordinator of the building that they are assigned to.

### **Important Notes:**

- This process is separate from any requests made directly with building supervisors and staff.
- Room changes are given out based on date requested and availability, may



not happen immediately and are not guaranteed.

- Approvals for room change request will be emailed out on Monday of each week and the approved transfers will be scheduled for the Friday within that same week.
- You are responsible for paying any additional rent if approved to move to a different room type.
- If approved, a \$100 room change fee will be billed to the student's Bursar Account.
- Room changes that result in assignment to a different facility may impact your meal plan and it is your responsibility to contact IUPUI Dining Services to inquire about fees or additional charges.
- All room changes must be approved by Housing and Residence Life in writing. Room changes or room swapping conducted without HRL approval, including switching bedrooms in Riverwalk Apartments, will result in an additional \$100.00 improper room change fine and can result in judicial action.

### **Sample Damages, Fines and Other Charges**

The following is a list of potential damage and fine charges. 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, report any potential damages or maintenance needs in a timely manner, and follow all policies.

#### **Ceiling**

Paint .....	\$100
Patch Plaster (minimum) .....	\$50
Residue removal (minimum) \$50	
Ceiling tile replacement \$50	

#### **Light Fixtures**

Room Light.....	\$150
Replace Lens.....	\$75

#### **Doors**

Closet Mirror Doors (Riverwalk).....	\$200
Bathroom Stall Doors .....	\$250
Ball Hall Door Vents.....	\$325
Door Frame (minimum) .....	\$200

#### **Miscellaneous Damage**

Excessive Room Cleaning (minimum).....	\$50
Curtains (minimum).....	\$50
Switch Cover.....	\$15
Toilet Seat .....	\$45
Shower Curtain .....	\$25

Shower Bar .....	\$25
Pictures (Tower only).....	\$25
Mirror (Tower only).....	\$75

**Other Fines (minimum)**

Lock Change/Loss of Room Key (per lock/key) .....	\$100
Loss of Mailbox Key .....	\$10
Lock Out Charge.....	\$15
Unauthorized Pet .....	\$50
Second Pet Violation .....	\$100
Building Security Violation.....	\$100
Improper Move Out .....	\$50
Unauthorized Removal of Furniture.....	\$50
Trash Removal .....	\$50
Prohibited Item .....	\$25
Room Change .....	\$100
Smoking.....	\$25
Lost Card .....	\$25

**Access Control**

Card Reader.....	\$500
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**Floors**

Bicycle Tread Marks (minimum) .....	\$50
Burns/Cigarette (minimum) .....	\$50
Burns/Iron (minimum) .....	\$75
Stains (minimum).....	\$25
Rips in Carpet (minimum).....	\$50
Tile Damage (minimum) .....	\$50
Linoleum Damage.....	\$50
Replace Carpet - full room (minimum).....	\$350

**Furniture**

Clean Upholstered Furniture (per section).....	\$35
Upholster Lounge Sofa .....	\$600
Upholster Lounge Love Seat.....	\$450
Upholster Lounge Chair.....	\$400
Replace Desk Chair .....	\$100
Replace Love Seat.....	\$450
Replace Desk .....	\$300
Replace Dining Table.....	\$300
Replace Dining Chair .....	\$100
Replace Dresser.....	\$350
Replace End Table.....	\$150





Replace Coffee Table.....	\$175
Replace TV Stand.....	\$250

**Fire Safety**

Recharge Extinguisher.....	\$100
Discharging Extinguisher \$100	
Fire Alarm Box.....	\$150
Smoke Detector (disabling or altering).....	\$100
Strobe Alarm.....	\$200
Evacuation Map/Cover.....	\$25
Lighted Exit Sign.....	\$300

**Mattresses**

Single Mattress.....	\$150
Double Mattress.....	\$250
Double Box Spring.....	\$250

**Bed Frame**

Single Bed Frame.....	\$200
Double Bed Frame.....	\$250

**Walls**

Ceramic Tile Replacement.....	\$200
Paint One Wall of Room.....	\$100
Paint Entire Standard Room.....	\$300
Patch Plaster (minimum).....	\$50
Damage to Wood Wall (Tower only - minimum).....	\$50
Patch Drywall.....	\$100
Remove Stickers/Graffiti (minimum).....	\$50

**Appliances**

Stove.....	\$500
Microwave.....	\$200
Dishwasher.....	\$450
Garbage Disposal.....	\$100
Refrigerator.....	\$450
Washer.....	\$500
Dryer.....	\$500

**Windows**

Replace Glass.....	\$175
Screen – Replace.....	\$50
Replace Blinds.....	\$50
Remove Stickers/Graffiti (minimum).....	\$25

# Directory

*Note: All numbers listed below begin with a 317 area code.*

## **Housing and Residence Life**

Office of Housing and Residence Life .....	274-7200
415 Porto Alegre Street, Suite 150	
<a href="http://housing.iupui.edu">housing.iupui.edu</a>	
Ball Residence Hall .....	274-7457
1226 W. Michigan Street, Room 026	
University Tower .....	274-8968
911 W. North Street	
North Hall .....	278-0207
820 West North Street	
Riverwalk Apartments & Townhomes .....	274-6714
1354 Hine Street, Suite 144	

## **Emergency Numbers**

Emergency .....	911
IUPUI Police	
Emergency .....	274-7911
Non-Emergency .....	274-2058
RAs on Duty	
Ball Residence Hall .....	414-9383
University Tower .....	414-9929 or 414-2759
North Hall .....	612-7022 or 612-7056
Riverwalk Apartments & Townhomes .....	414-9825 or 414-2357

## **Academic Support**

Academic and Career Development .....	274-4856
<a href="http://acd.iupui.edu">acd.iupui.edu</a>	
Adaptive Educational Services (AES) .....	274-3241
<a href="http://aes.iupui.edu">aes.iupui.edu</a>	
Bepko Learning Center .....	274-4818
<a href="http://blc.iupui.edu">blc.iupui.edu</a>	
Campus Safewalk .....	274-7233
<a href="http://safe.iupui.edu">safe.iupui.edu</a>	
Math Assistance Center .....	274-7898
<a href="http://mac.iupui.edu">mac.iupui.edu</a>	
University Library .....	274-8278
<a href="http://ulib.iupui.edu">ulib.iupui.edu</a>	



University Writing Center..... 274-2049  
[liberalarts.iupui.edu/uwc](http://liberalarts.iupui.edu/uwc)

***Student Services***

Athletics..... 278-JAGS  
[iupuijags.com](http://iupuijags.com)

Barnes & Noble at IUPUI (Bookstore) ..... 278-2099  
[iupui.bncollege](http://iupui.bncollege)

Bursar ..... 274-2451  
[bursar.iupui.edu](http://bursar.iupui.edu)

Campus Center ..... 278-2533  
[campuscenter.iupui.edu](http://campuscenter.iupui.edu)

Campus Operator and Information ..... 274-5555  
[iupui.edu](http://iupui.edu)

Campus Recreation ..... 274-2824  
[campusrec.iupui.edu](http://campusrec.iupui.edu)

Community Service and Civic Engagement..... 278-2662  
[csc.e.iupui.edu](http://csc.e.iupui.edu)

Counseling and Psychological Services ..... 274-2548  
[caps.iupui.edu](http://caps.iupui.edu)

Educational Partnerships and Student Advocacy..... 274-3699  
[epss.iupui.edu](http://epss.iupui.edu)

Fraternity and Sorority Life ..... 274-3931  
[fsl.iupui.edu](http://fsl.iupui.edu)

Crimson Card Services ..... 274-0400  
[crimsoncard.iu.edu](http://crimsoncard.iu.edu)

Office of the Registrar ..... 274-1519  
[registrar.iupui.edu](http://registrar.iupui.edu)

Office of Student Involvement ..... 274-3931  
[life.iupui.edu/osi](http://life.iupui.edu/osi)

Office of Student Scholarship ..... 274-5516  
[scholarship.iupui.edu](http://scholarship.iupui.edu)

Parking & Transportation Services ..... 274-4232  
[parking.iupui.edu](http://parking.iupui.edu)

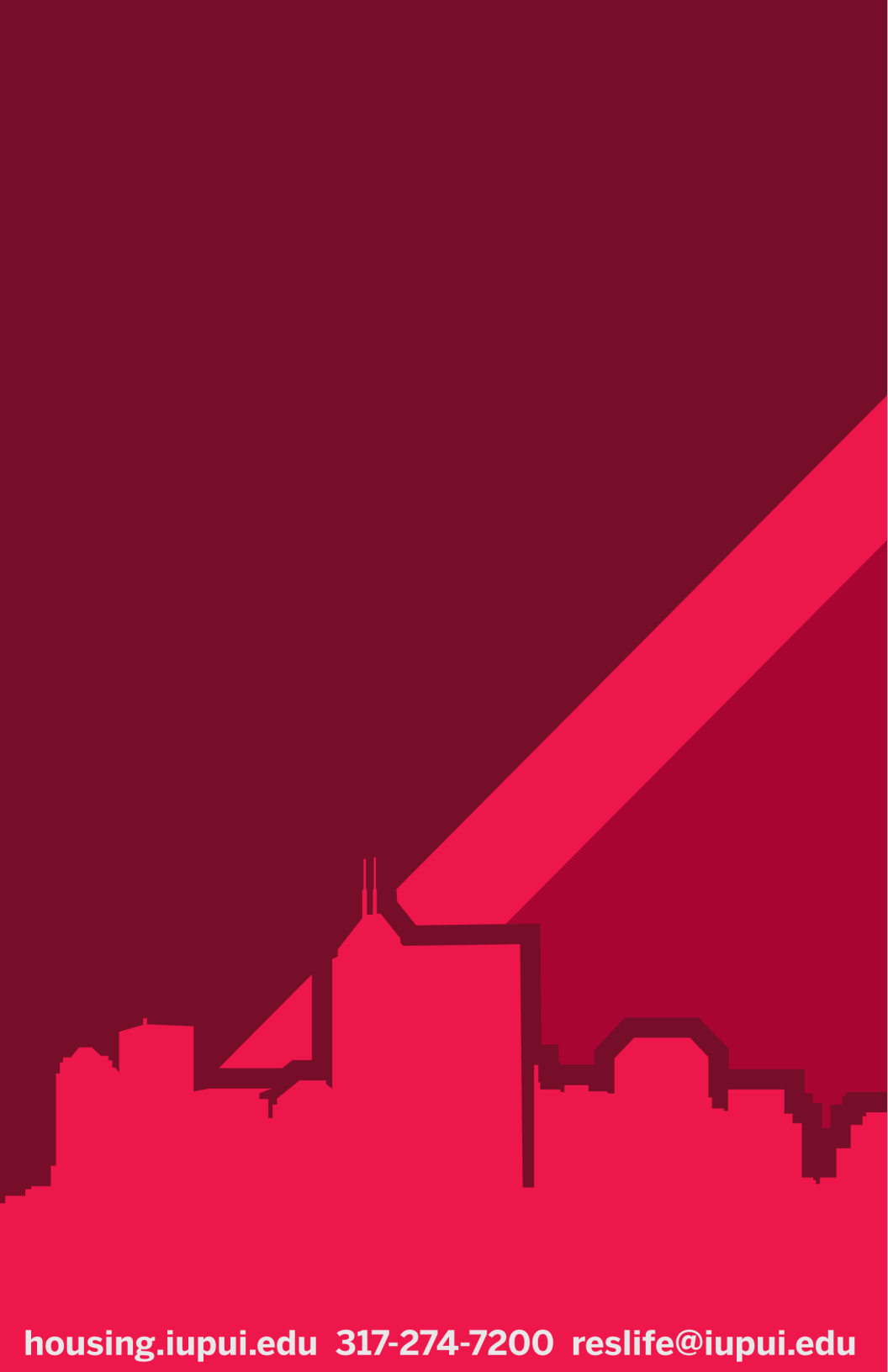
Student Conduct ..... 274-4431  
[conduct.iupui.edu](http://conduct.iupui.edu)

Student Employment ..... 274-4856  
[employment.iupui.edu](http://employment.iupui.edu)

Student Financial Services ..... 274-4162  
[iupui.edu/finaid](http://iupui.edu/finaid)

Student Health Services ..... 274-8214  
[health.iupui.edu](http://health.iupui.edu)

UITTS Support Center ..... 274-4357  
[uits.iupui.edu](http://uits.iupui.edu)



[housing.iupui.edu](http://housing.iupui.edu) 317-274-7200 [reslife@iupui.edu](mailto:reslife@iupui.edu)