



ICC CAMPUS HOUSING



Resident Handbook 2020 Updated January 2020

Welcome to Campus Housing at Illinois Central College. We are excited you have chosen to live on campus and believe your decision will help you be a successful student at Illinois Central College. Living on campus provides you with the opportunity to meet new people; quick access to campus facilities; and opportunities to get involved in campus life and attend and even plan programs. We hope you make the most of this experience.

As a college student, you have rights and responsibilities to guide you throughout your academic career. All students are expected to obey federal, state, and local laws, the rules and regulations of Illinois Central College and directives issued by an administrative official in the course of his/her duties. A student who enrolls at Illinois Central College is charged with the obligation to conduct himself/herself in a manner compatible with Illinois Central College's function as an educational institution. Consequently, students will be held accountable for inappropriate conduct. Students' rights and responsibilities are detailed in the Illinois Central College Student Code of Conduct, Student Handbook, and the Campus Housing Community Policies and Residence Life Handbook. All email communication between residents and Campus Housing staff members will be through the student's ICC email account.

In order to make the on-campus living experience as seamless as possible, Campus Housing communicates with Illinois Central College about items that may be a part of the student record. This communication and access to information is limited to professional staff who work with that particular item/issue.

CONTACT INFORMATION

Campus Housing office phone:	309-698-2088
Campus Housing office hours:	Monday – Friday 8:00 AM – 6:00 PM Saturday and Sunday from 12:00 PM – 4:00 PM
Resident Assistant (RA) on-call phone:	309-276-1896
ICC Campus Police:	309-694-5111
Resident Assistant on-call hours:	Monday – Thursday 6:00 PM – 8:00 AM each day Friday 6:00 PM – Monday 8:00 AM

The RA on-call may be contacted for urgent matters that occur after business hours.

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SAFETY & SECURITY

Safety and security is the responsibility of all members of the campus community. Residents are encouraged to get to know their neighbors and other members of the community. When you see suspicious or inappropriate behavior, or see someone who doesn't live in the community and is not escorted by a resident, report it immediately. No security system is failsafe. The best safety measures are the ones you perform as a matter of good judgement and habit in all locations, including on campus. Promptly report any incident of theft, vandalism, or unsafe conditions to Campus Housing and/or Illinois Central College Police. Campus Housing staff are on-call 24 hours a day. Additionally, the Illinois Central College Police Department patrol the on campus property regularly. In the event of an emergency, remember to always call Campus Police or 911.

APARTMENT ACCESS

1. Immediately report lost or stolen keys to Campus Housing. Failure to report is considered a violation of your license agreement. Doors will be rekeyed to maintain the security of the apartment.
2. Do not let other people use or have possession of your keys. Do not duplicate keys. These actions are considered a violation of your license agreement.
3. Do not put your name, address, or phone number on your key ring.

Stolen keys, fob and gate card will be replaced at no cost to the resident if a police report is filed. Lost keys have the following replacement cost: \$25 for fob, \$50 for gate card, \$30 for bedroom key, \$20 for mailbox key.

COMMUNITY ACCESS

Upon move-in, each resident is provided with an electronic gate card. Your acceptance and use of this card is subject to your compliance with the following guidelines:

1. Immediately report to Campus Housing a lost or stolen card. Lost cards can be deprogrammed to prevent unauthorized use of the card. Lost, stolen, or damaged cards will be replaced for a \$50.00 charge. Failure to report a lost or stolen card may result in disciplinary action.
2. Your right to use the gate card ends when your license agreement ends or is terminated. You must return all gate cards at that time. If you fail to return the gate card when your license agreement ends or is terminated, you will be charged \$50.00.
3. Do not let other people use/or have possession of your card. This is considered a violation of your license agreement.
4. Mere possession of a card does not necessarily confirm right of entry. Therefore, please do not assist someone who appears to be having difficulty gaining entry. Please do not let someone whose access has been revoked, or guests of others, enter the property with your gate card.

GUESTS

Guests are defined as any resident or nonresident of Campus Housing that is visiting your apartment that has not been assigned to that space by Campus Housing staff or any nonresident visiting the Campus Housing community. Residents are responsible for their guests' compliance with the Resident Handbook, Student Code of Conduct, and Student Handbook expectations. All guests must be in good standing with Campus Housing and Illinois Central College. It is the responsibility of the resident to check with Campus Housing to ensure the guest is in good standing prior to allowing them to visit Campus Housing at ICC. If you allow someone access to Campus Housing at Illinois Central College, or if they are in your apartment, they are considered your guest. Guests staying more than 48 hours shall be considered an unauthorized occupant. If you have an unauthorized occupant residing in the apartment, you will be in violation of the license agreement. Residents are required to notify and register their guests with Campus Housing.

1. Residents are required to escort their guests at all times everywhere on the property and may not be left in an apartment alone.
2. Residents may have up to 3 guests at one time.
3. Residents must gain permission from roommates for guests to be in the apartment.

4. If all roommates agree, guests (or residents from other units) may stay overnight for up to 48 hours. Residents are permitted to have no more than 4 overnight stays in a month. The guest must sleep in the room of the resident in which the guest is visiting. Sleeping in any common area space must be approved by all residents of the apartment. An overnight stay is defined as any guest(s) that visits for a cumulative total of 6 or more hours between 12am and 8am.
5. Residents may have guests no more than 12 overnight stays in any given semester.
6. Residents are responsible for the actions and behavior of their guests, and all expectations and guidelines for students and residents apply to guests.
7. Residents must meet their guests at the gate in order to be escorted from the time of entry onto the property.
8. **MINOR CHILDREN** – In addition to the resident, the parent/guardian must accompany and supervise minor children at all times. Children may not be left unattended in apartments or common areas.

MISSING CAMPUS HOUSING RESIDENTS

Persons with reason to believe a student living at Campus Housing is missing should immediately contact the Campus Police Department at (309) 694-5111. Campus Police will generate a missing person report and initiate an investigation. If a student has registered a contact person, the institution will notify that person no later than 24 hours after the student has been officially determined as missing. If a student is under 18 years of age and not emancipated, the contact person as well as the custodial parent or guardian shall be contacted. The College shall notify the East Peoria Police Department within 24 hours of a determination that any student who lives at Campus Housing is missing.

Students living at Campus Housing may register one or more individuals to be a contact person strictly for missing person purposes with the Campus Police Department office on the East Peoria Campus, Room 105A, between 8am-4pm on regular business days. This information will be kept confidential and may be accessed only by authorized campus and law enforcement officials for the purpose of a missing student investigation.

FIRE ALARMS –Fire alarms are in all buildings. If/when the fire alarm goes off, you and your guests are required to immediately leave the building (this includes real alarms, false alarms, and fire drills). Failure to evacuate, or to intentionally cause a false alarm may result in further disciplinary action ranging from fines and community service to removal from Campus Housing. Please note: If an actual fire ignites in your apartment you must pull the fire alarm located outside of your apartment door to sound the fire alarm for the entire building. Falsely pulling these alarms will result in judicial sanctions.

1. **Fire:** The State Fire Safety Board requires that the College conduct fire drills and fire safety training throughout the school year. General procedures when the fire alarm sounds:
 - a. All staff and students will leave the building immediately and proceed to the nearest main parking lot.
 - b. If a person with a disability is in your apartment, it may be necessary to provide assistance to that person so they can move to safety.
 - c. In the event that the nearest exit is the source of fire and/or is filled with smoke, use the next nearest exit.
 - d. Do not open a door until you touch it to determine that is not warm or hot.
 - e. Remain in the parking lot until the Director of Housing or their designee announces an ‘all clear’.
2. **Tornados:** In the event of a tornado warning, all employees, students, and visitors in any College facility will be instructed to go the designated safe shelter area (ICC Technology Building, Lecture Recital Hall). If you choose to stay in your apartment:
 - a. **DO NOT GO OUTSIDE.**
 - b. Do not use telephones.
 - c. Do not stand near glass-enclosed spaces.
 - d. Proceed to the designated safe shelter area for your facility. This information is found in every apartment.
 - e. Do not use open flame (candles, lighters, etc.).
 - f. Remain calm and wait for an “all-clear” announcement.

FIREARMS/WEAPONS – Firearms and other weapons are not allowed on the property. The use, possession, or carrying of weapons, including but not limited to, pistols, rifles, shotguns, airsoft guns, paintball guns, pellet guns, dangerous knives (with fixed blades three inches or more in length), ammunition, bows and arrows, martial arts weapons, any stun device, or other dangerous weapons will be considered a violation of the license agreement and will face disciplinary action up to removal from Campus Housing. Students who have authorization for concealed carry are NOT able to concealed carry a gun on campus, in accordance with state law. Residents that fail to abide by this policy will be subject to consequences which minimally include fines and could result in removal from housing. A Licensee may transport a firearm into an unrestricted parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. For further information, please visit:

<http://icc.edu/around-campus/files/2013/11/ICC-Weapons-on-Campus-and-Firearm-Concealed-Carry-Policy.pdf>

ON-CALL CAMPUS HOUSING STAFF – To assist in the safety and security of the community, Campus Housing staff are available and on-call 24 hours a day. During office hours, staff can be reached in the Campus Housing office. After the office is closed, staff can be reached through the RA Duty Phone: 309-276-1896.

PERSONAL SECURITY – FOR CAR/VEHICLE

1. Lock your car doors and roll up the windows when leaving your car parked.
2. Do not leave items that may be perceived to have value in plain sight in your car. Keep money, electronics, wrapped packages, bags, briefcases or purses in your trunk.
3. Do not leave your keys in the car.
4. Carry your key ring in your hand while walking to your car, whether it is daylight or dark and whether you are at home, school, work or elsewhere.

PERSONAL SECURITY – WHILE INSIDE YOUR APARTMENT

1. Lock your doors, even while you are inside.
2. Use deadbolt locks on the doors while you are inside.
3. Ensure all windows are closed and locked and window screens are in place.
4. When answering the door, see who is there by looking through a window or peephole. If you do not know the person, first talk with him or her without opening the door. *Do not open the door if you have any doubt.*
5. Dial Campus Police or 911 for emergencies. If an emergency arises, call the appropriate governmental authorities first, and then call Campus Housing.
6. Check your smoke detector monthly for dead batteries or malfunctions.
7. Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
8. Immediately report the following to Campus Housing through the online work order process:
 - a. Any need of repairs of locks, latches, doors, windows and smoke detectors;
 - b. Any malfunction of other safety devices outside your dwelling, such as broken gate locks, burned-out lights in stairwells and parking lots, blocked passages, broken railing, etc.
9. Close curtains/blinds/window shades at night.
10. Mark or engrave identification on valuable personal property.

PERSONAL SECURITY – WHILE OUTSIDE YOUR APARTMENT

1. Lock your doors while you are gone.
2. Close and latch your windows while you are gone.
3. Tell your roommates where you are going and when you will be back.
4. Do not walk alone at night.
5. Do not hide keys in any locations outside/near the apartment. Keep your keys with you at all time.
6. Do not give electronic gate cards or keys to anyone.
7. Use lamp timers when all roommates will be away for an extended period.
8. Let your RA and your friends know if you will be gone for an extended time.
9. Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when looking for your keys at the door.

PROHIBITED ITEMS – In order to ensure the safety of all residents, the following items are NOT allowed in apartments and will be confiscated:

1. Hot plates
2. Multiple-outlet plugs, “octopus” plugs, or unapproved extension cords. Note: you may use power strips that have a self-contained circuit breaker and extension cords that are U.L. approved.
3. Halogen lamps
4. Candles, incense, or any open flame
5. Flammable liquids in or around your apartment (including lighter fluid).
6. Electronic Hover boards or self-balancing scooters

SMOKE DETECTORS – Prior to residents moving in, we will test the smoke detector(s) in the apartments for proper operation and working batteries. Do not render the smoke detector(s) inoperable. Tampering with smoke detectors is in violation of our Fire Safety policy and will face judicial and legal action. Report any malfunction, battery replacement need or inoperable smoke detector(s) to us immediately.

VIDEO SURVEILLANCE – The community is equipped with a number of Closed Circuit TV cameras. These cameras have been installed for the purpose of recording events for later viewing. You should always protect yourself by always being aware of your surroundings and by being alert for dangerous circumstances.

COMMUNITY STANDARDS

In order to have a positive living environment that supports all residents in their pursuit of their educational goals, community standards need to be respected and followed by all members of the community.

ALCOHOL – Regardless of age possession or consumption of alcoholic beverages is not permitted in apartments or anywhere on the property (including in vehicles in the parking lot). Possession at Campus Housing is defined as being present in the apartment or location where alcohol is being stored or consumed. Displays of full or empty containers is prohibited in all areas of the apartment. Violations of the alcohol policy will result in disciplinary action ranging from fines and/or community service up to removal from Campus Housing, possible further disciplinary action with the College and/or arrest. Alcohol-related conduct that ignores the rights of others to a quiet, orderly living environment is not acceptable and may result in disciplinary action. Students who violate the alcohol policy will minimally receive the following sanctions for each respective violation. Please note that additional sanctions, up to removal from Campus Housing at ICC, can be rendered for any offense, regardless of the resident’s previous conduct history, at the discretion of the Director of Campus Housing.

- 1st Offense: 10 hours of community services and fine of \$25
- 2nd Offense: 15 hours of community services, fine of \$25, and a reflection assignment to be determined by Housing Staff
- 3rd Offense: Removal from Campus Housing at ICC

CO-HABITATION – In order to best suit the needs of all residents equally, Campus Housing at Illinois Central College does not automatically permit residents of the opposite sex to live together in the same apartment. We do recognize that certain circumstances may arise where residents feel that they require this option. Residents may request a gender-neutral (mixed gender) roommate assignment by completing the Gender Neutral Apartment Request form.

DRUGS AND ILLEGAL SUBSTANCES - Regardless of age possession, distribution, and/or consumption of drugs and/or illegal substances including, but not limited to marijuana, is not permitted in apartments or anywhere on the property (including in vehicles in the parking lot). Possession at Campus Housing is defined as being present in the apartment or location where drug(s) and/or paraphernalia are being stored or consumed. Displays of drugs or paraphernalia is prohibited in all areas of the apartment. Violations of the drug policy will result in disciplinary action ranging from fines and/or community service up to removal from Campus Housing, possible further disciplinary action with the College and/or arrest. Drug-

related conduct that ignores the rights of others to a quiet, orderly living environment is not acceptable and may result in disciplinary action. Students who violate the drug policy will minimally receive the following sanctions for each respective violation. Please note that additional sanctions, up to removal from Campus Housing at ICC, can be rendered for any offense, regardless of the resident's previous conduct history, at the discretion of the Director of Campus Housing.

- 1st Offense: 20 hours of community service, fine of \$100, and Last warning as resident living in Campus Housing
- 2nd Offense: Removal from Campus Housing at ICC

FAILURE TO COMPLY – You must comply with all written and verbal requests and instructions from Campus Housing staff, College officials, ICC Police and local law enforcement and emergency services. This includes requests to produce valid identification.

IMPLIED CONSENT – All students in a room/area will be held responsible for their behavior/objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called implied consent. If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

INSPECTION/ENTRY – Campus Housing staff may enter the apartment and bedrooms in situations as described in your license agreement. Appropriate representatives of Campus Housing or Illinois Central College may also enter to determine compliance with rules and regulations or state and/or federal law, or if they feel that a resident or person is in danger or needs assistance. Staff will also enter rooms during fire alarms or for noise violations if there is no response from the resident.

NOISE – All residents (and guests) must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. While we may establish specific “quiet hours,” you are expected to show consideration and courtesy to other residents 24 hours a day, seven days a week. If another person can hear your stereo, voices, or any other form of sound from outside your door, windows or through the walls, or floor, you are being too loud. Please pay special attention to the level of bass you play on radios and stereos. Residents who fail to comply with the request to reduce his or her noise level are subject to disciplinary actions. In addition, residents who receive noise complaints are subject to minimally the following sanctions:

- 1st Offense: Warning.
- 2nd Offense: \$25 fine and loss of guest privileges for two (2) weeks and/or community service.
- 3rd Offense: \$50 fine and loss of guest privileges for the remainder of the license term and/or community service.

NUMBER OF OCCUPANTS – The maximum number of people living in an apartment shall be no more than one person in an efficiency, two people in a two-bedroom apartment and four people in a four-bedroom apartment. Each occupant must have a valid license agreement. If you have suspicion that a person may be staying in an apartment without a license agreement, report it to Campus Housing. The maximum number of guest gathered in an apartment at any time must not exceed three (3) in an efficiency, four (4) in a two-bedroom, and eight (8) in a four-bedroom. Please note: Each resident is allowed up to 3 guest, but apartment occupancy requirements limits the amount of total people in the apartment at a giving time.

OBNOXIOUS ODORS – Residents may be held responsible for obnoxious odors coming from their apartment unit and/or bedroom. This may include, but is not limited to smoke, candles, incense, or unclean conditions causing odors. Evidence of what caused the obnoxious odor does not have to be present in order for a resident to be held accountable for an obnoxious odor coming from their apartment/bedroom. Students who violate the obnoxious odor policy will minimally receive the following sanctions for each respective violation. Please note additional sanctions, up to removal from Campus Housing at ICC, can be rendered for any offense, regardless of the resident's previous conduct history, at the discretion of the Director of Campus Housing.

- 1st Offense: 10 hours of community services and fine of \$25

- 2nd Offense: 15 hours of community services, fine of \$25, and a reflection assignment to be determined by Housing Staff
- 3rd Offense: Removal from Campus Housing at ICC

POSTING – All signs and posters must be pre-approved by us before being posted. If approved, posters, signs, and other items can only be posted in designated areas.

QUIET HOURS – Unless detailed differently in a building meeting or door posting provided to you after move-in, quiet hours are determined to be from 10:00pm to 8:00am Sunday through Thursday and from 12:00am to 8:00am on Fridays and Saturdays. Quiet hours are still enforced over designated school closings and holidays as well.

SMOKING & TOBACCO USE PROHIBITED – The carrying, using, burning, inhaling, or exhaling of any kind of tobacco product, including but not limited to, cigarettes, juuls, cigars, pipes, cigarillos, smokeless tobacco, chew, snuff, herbs, hookah-smoked products, cannabis (including medical marijuana) and electronic nicotine delivery systems including all forms of ‘e-cigarettes’ and personal vaporizers, is prohibited on all ICC campuses, including Campus Housing. Violators of this policy will receive minimally the following sanctions.

- 1st offense: 10 hours of community service
- 2nd offense: 10 hour of community service and \$25 fine
- 3rd offense: 15 hours of community services, fine of \$25, and a reflection assignment to be determined by Housing Staff

Harassment - Harassment is defined as an attempt made to threaten another person(s) physically, emotionally or mentally by using verbal language, or electronic communication, including, but not limited to, text messaging and social networking sites. Harassment involving any student is not tolerated and is grounds for disciplinary action. Campus Housing will not allow its staff members to be verbally abused while handling crisis situations and confronting potential policy violations. Those who choose to communicate in this manner will be subject to disciplinary action up to and including immediate removal from Campus Housing.

Sexual Misconduct - Sexual misconduct is any physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including, but not limited to:

1. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, vaginal), however slight, with any body part or object, by any person upon another person that is without consent and/or by force.
2. Non-consensual sexual contact, defined as any intentional sexual touching, however slight, with any body part or object, by any person upon another person that is without consent and/or by force.
3. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
4. Sexual harassment of any person, defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College’s educational program and/ or activities and is based on power differentials, the creation of a hostile environment or retaliation.

Sexual misconduct will not be tolerated and will result in disciplinary action up to and including immediate removal from Campus Housing. **To report discrimination, harassment, or assault contact the ICC Title IX Coordinator at: 309-690-6929 or TITLE9@icc.edu.**

VERBAL AND/OR PHYSICAL ABUSE – Campus Housing has the responsibility to ensure a safe and secure living environment for all its residents. Verbal abuse and/or harassment that is deemed threatening to another residents or infringes upon any residents’ ability to fully enjoy the Campus Housing community, will be considered a violation of the Residence Life Handbook and will result in disciplinary action. Physical violence of any type will not be tolerated and will result in immediate removal from housing.

SOLICITATION – Solicitation is prohibited in Campus Housing at Illinois Central College.

TRASH – Put all trash in tightly closed plastic bags and deposit them in the dumpsters provided. Do not put trash between the dumpsters and the fence. Do not put your trash in the trash cans in the courtyards or common areas. We do not provide door-to-door trash pick-up. You will be charged a \$25.00 service charge if you place any trash outside your apartment or anywhere else on the property (other than inside the dumpsters).

PETS – Pets are not permitted in or on Campus Housing property unless it has been approved from Housing Staff as an Emotional Support Animal (ESA) or Service Animal.

FACILITY POLICIES

In order to properly maintain and care for the apartments and common area facilities, all residents must partner with Campus Housing in caring for and maintaining the facilities.

APARTMENT CLEANLINESS – You must maintain your apartment in a clean, orderly and sanitary condition at all times. Unclean conditions may create an unhealthy environment for your roommates and/or your neighbors.

1. If Campus Housing must clean your apartment to assure sanitary conditions, the resident(s) will be responsible all costs incurred.
2. The apartment must be clean before/upon moving out. Residents are responsible for their assigned bedroom, and share responsibility for common areas. Apartments that are not appropriately cleaned will result in a cleaning fee. The minimum cleaning fee is \$100; however, the fee may increase depending on the condition of the apartment.
3. Health and Safety Inspections: For purposes of a health and sanitation inspection, 24 hours advance written notification will be given to residents. Residents who fail their first health and safety inspection will receive detailed notes of areas that need corrected. Staff will return minimally 48hrs after the first inspection to re-inspect the apartment. Apartments that fail the second inspection will result in a fine of \$25 per resident. (Fine may increase if inspection is failed multiple times.)
4. Residents should also be aware that Campus Housing staff members may occasionally have to enter resident rooms without notice on matters relating to the comfort of fellow residents; for example, to turn off the alarm clock, shut a window, etc. In cases of this sort, at least one resident or another staff member shall accompany the staff member whenever possible.

BARBECUE GRILLS – The fire code prohibits the storage or use of barbecue grills in the apartments, on the sidewalks, in front of each building, and on the unit patios and balconies. Community grills are available for use, and are located in the recreation space near the Community Building. You must provide your own “match light” charcoal. Lighter fluid cannot be stored in your apartment. After you use the community grills provided, please leave the equipment, grills, and area clean for the next person.

BREEZEWAYS & CORRIDORS – Keep breezeways and corridors clean and uncluttered at all times. Do not dry clothing or linens or store unsightly personal property on breezeways or in corridors at any time, including but not limited to boxes, tires, recyclables, hammocks, and broken furniture.

CARPET CARE – To reduce damage and preserve the appearance of your carpet, you must vacuum frequently (at least weekly). Please contact Campus Housing immediately for special instructions and assistance in handling carpet stains or damage.

COMMON AREA USE (Clubhouse, Grassy Areas, Computer Lab, Grilling Area) – We will utilize the community’s common areas for a variety of educational, recreational, and social programs. These rooms are also available for officially recognized College Departments and Student Clubs & Organizations (i.e. study groups, organization meetings, etc.). For further information on utilization of these facilities, please contact the Campus Housing office and/or your Resident

Assistant (RA). When common areas are not being used for planned programs/events, residents are welcome and encouraged to use the facilities while maintaining common sense and consideration for fellow residents. Use of the common areas is a privilege that comes with responsibilities. Failure to meet those responsibilities can come with loss of the use of common areas. Residents are required to follow the posted rules and regulations in common areas, and maintaining reasonable volume at activities is required so as not to interrupt sleep or study in the apartment areas or designated study spaces within the common areas.

DECORATIONS/APARTMENT ALTERATIONS

1. You may not hang, stick, or erect anything in, on, or about any windows or anywhere else on the outside of any building.
2. All decorations should be temporary in nature so as to not permanently deface or damage any of your Apartment's finishes. You can hang posters and other wall decorations with thumbtacks, or any other method that will not damage painted wall surfaces (small finishing nails, 3M wall hangers, and poster putty). No wall papering or painting is permitted in your apartment. All methods used to hang decorations must be removed prior to moving out.
3. Large nails, staples, screws, wall anchors, or tape on walls or doors inside or outside the apartment are prohibited.
4. Do not hang anything from sprinkler heads; cover fire protection equipment or other emergency equipment. Damage to these may result in flood damage, which you will be responsible.
5. Aluminum foil may not be placed in windows as insulation or decoration.
6. External antennas or satellite signal receivers are not permitted.
7. Decorations may not be displayed in windows, block air vents, or cover light fixtures or lamps.
8. Placement of live evergreen trees and/or other live greenery (excluding potted houseplants) in any part of housing is prohibited. Artificial trees and potted houseplants are permitted inside apartments.
9. Canned spray snow is not permitted on the windows.
10. Window coverings must be the provided blinds. Residents may bring curtains for additional light control if needed. Curtains may be hung with tension rods and can request assistance to avoid doing damage to window frames.
11. Solar film, or white poster board is not permitted on the windows for additional light control.
12. Cardboard, aluminum foil, cellophane, or other types of window coverings are not permitted on windows.
13. Signs or advertisements that are visible in public areas or from outside the apartment including but not limited to; alcoholic beverages, drugs/controlled substances, controversial, antagonistic, or pornographic materials are prohibited.
14. Removing mounted fixtures from walls or ceiling is prohibited.
15. Installing private door locks on any exterior or interior doors is prohibited.
16. Any renovations or changes to the apartment are prohibited.
17. Dartboards are prohibited.
18. Aftermarket or home manufactured loft kits are not permitted.
19. Spirit foam, shoe polish, paints or other methods used for writing on the exterior of the buildings are prohibited. Sidewalk chalk may be used on the sidewalks with advance permission. Requests can be made through your RA or the Campus Housing office. You will need to submit a drawing of what you intend to put on the sidewalk.
20. Peepholes may not be covered.
21. Campus Housing provided furniture is not to be taken outside of the apartment under any circumstances. If Campus Housing furniture is found outside of the apartment, resident(s) may be charged to replace or fix the item(s). Residents can only bring large furniture (personal beds, dresser, tables, etc.. with approval of Campus Housing Staff. Please note student may be responsible for storage cost of apartment furniture that need to be stored. Common area furniture must stay in the common area at all times.

22. Decorative lights may be used with the following stipulations:
- a. Decorative lights are not allowed outside of the apartment.
 - b. Decorations are not to be placed near sources of heat such as stoves, TV, or lamps.
 - c. Decorations are not to be hung from smoke detectors, sprinkler heads, or outside windows.
 - d. Electrical lights are not to be hung using metal fasteners (staples, nails, etc.)
 - e. All electrical decorations (such as lights), must bear the “UL” or “FM” label. Please note, an apartment can handle a limited electrical load. Additional demand in the form of lights and decorations may cause overload.
 - f. Disconnect lights when not in use.
 - g. Remember to use “UL” or “FM” approved FUSED power strips.
 - h. If decorative lights are used, LED lights are encouraged.

LAUNDRY FACILITIES – Laundry facilities are for residents’ use only. The washer and dryer work best if not overloaded. When doing laundry, please be aware not to stuff the machines. We are not responsible for unattended laundry.

PARKING AREAS & PERMITS – All vehicles that you operate on the property must be registered with the office. If you change vehicles, please register the new vehicle with us immediately (to avoid ticketing or towing). You may not store commercial vehicles, boats, campers, trailers, or large recreational vehicles on the property, even temporarily, without our prior written permission. All vehicles that have not been properly registered may be towed at the owner’s expense. You may not maintain, repair or wash vehicles on the property. If registered, the vehicle must display a parking sticker in the lower driver’s side front windshield. If no parking permit is displayed, the car will not be permitted entry. Residents may request a guest parking permit for overnight guests from the Campus Housing Office. No parking permits will be provided after 9pm. All other guest must use parking available in Lot A.

1. **MOTORCYCLES** – Motorcycles and all other motorized two or three-wheeled vehicles must be licensed for operation on public roadways and must be registered at the office. We may not allow you to use these types of vehicles on the property. However, if we do so allow, the vehicle must be parking in a parking space.
2. **BICYCLES** – Residents should not ride bicycles through breezeways or on the sidewalks within Campus Housing. Bicycles may not be chained to trees or fences, or stored in a manner that blocks entries or walkways or on the balconies. Bicycle racks are available at various locations on the property for convenience. As with all personal property, Campus Housing does not assume risk or liability for any bicycles stored on the property.

PEST CONTROL/ERADICATION: Campus Housing is responsible for responding to complaints or concerns of unhealthy or unsafe conditions by residents or guests, including those potentially associated with insect or other pest outbreaks. Campus Housing is committed to an effective and efficient response to reports of pests. Our pest control measures include regular inspections and housekeeping controls and material treatments as needed. The materials and processes used to treat rooms/apartments are carefully selected to be safe and effective and administered by pest control professionals. If a resident has possibly been exposed to pests or suspects there may be pests in their residence, reporting the issue to Campus Housing immediately is requested. Early detection and management is critical. Do not treat room with chemicals, sprays or any other type of product to control or kill pests. This may hinder the efforts of professional exterminators. Residents are responsible for practicing good housekeeping in Campus Housing to help deter insects and pests. Residents are expected to:

1. Store food properly in sealed containers.
2. Promptly clean dirty dishes/utensils.
3. Launder clothing and bedding regularly to help reduce the chance of harboring pests.
4. Empty and inspect backpack frequently.
5. Keep room picked up and orderly.
6. Vacuum weekly.
7. Remove trash promptly (including pizza boxes).

8. Residents who disregard good housekeeping and/or promote pest infestation may be responsible for the cost of extermination.
9. Belongings must be free of pests, or resident must be willing to work with the office to rid belongings of pests.
10. Residents may not bring into Campus Housing any second-hand or donated furniture or carpeting that may contain pests.
11. While traveling, residents must take precautions to minimize the chance of bringing pests to campus.

POOL – Only open in the summer months between Memorial Day and Labor Day. Commercial swim wear must be worn at all times. Residents and guests are expected to use decorum and exhibit appropriate public behavior at all times. Please follow posted hours of operation. A lifeguard is not on duty. All guests must be accompanied by a resident at all times. Running, horseplay, or loud noise is not allowed. Glass containers are not permitted. Additional rules may be posted in this area.

Usage of Banned Wheeled Devices - Wear or use any skates, skateboards, in-line skates, “heely” shoes, or similar item; or to use, possess, electrically charge, or store any hover boards, self-balancing scooters, powered skateboards, or similar wheeled devices is prohibited on Campus Housing sidewalks, grounds, and apartments.

Move Out – All residents are required to attend a move out meeting, which will outline the steps required to successfully complete a properly move out. The proper check out procedure has been outlined below. An improper checkout fee of \$150 will be assessed to any residents that fails to follow this process.

1. Resident must attend the mandatory check out meeting scheduled and hosted by your RA
2. Students must vacate their apartment 24 hours after their last final exam unless otherwise approved by Campus Housing Director. Failure to do so could result in a \$150/day fee.
3. Residents are required to schedule an appointment with an RA for a preliminary inspection of the apartment for damages, cleanliness, and removal of all personal belongings. The RA will complete the “checkout” portion of the Room Condition Report (RCR) at this time. It is the resident’s responsibility to carefully review the RCR, note any discrepancies in the check-out condition of the space, and sign the form to completely to properly check out of their assigned space.
4. All keys should be returned to the RA.

Please note that the RA’s inspection is preliminary. The Assistant Director of Residence Life will complete a second inspection after all roommates have moved out of the room and enter additional information on the “checkout” portion of the RCR. Campus Housing will bill residents for damages, removal of belongings, or cleaning found during this final inspection by the Assistant Director of Residence Life, even in cases where these items are not indicated on the RCR. Residents will be notified via e-mail of any charges to their student accounts from the preliminary or final inspection.

RESIDENT SERVICES

LOCK-OUTS – Campus Housing staff will let you back into your apartment or bedroom if you get locked out. To receive assistance, come to the Campus Housing office during regular business hours or call the duty phone after hours. All lock-outs will come with a \$10 fee. This charge will be placed on your Eservices account and cannot be waived. If you try to avoid the lock-out charge by attempting to enter your apartment or bedroom on your own, you will be responsible for all costs to repair damages (such as windows, screens, doors, locks, etc.) in addition to a damage to property fine. This will also be considered a violation and grounds for disciplinary action.

MAIL & PACKAGES – The United States Postal Service delivers mail on Monday through Saturday. Mail is then sorted and placed in the resident’s mailbox. Packages that are too large to fit into a resident’s mailbox will be stored in the office. Resident’s will receive a Package Notification email, and must bring a form of identification (state issued driver’s license

or ICC student ID) in order to retrieve the package. Campus Housing does not assume responsibility for lost or damaged mail & packages.

MAINTENANCE MANAGEMENT SYSTEM – We take pride in providing you with a well-maintained apartment. We demand high standards of service from our suppliers, subcontractors, and service personnel. Except during emergencies, a written work order must be submitted online for all service requests. If you need assistance submitting a work order, you can get assistance in the Campus Housing office. Your cooperation with this policy will help us provide you better service. Emergency maintenance such as, power failures, losses of heat (if the outside temperature is below 55°F), losses of air conditioning (if the outside temperature is above 90°F), water leaks and rising water may be reported by calling the on RA duty phone. Promptly report water leaks and equipment malfunctions to minimize your inconvenience and property damage. Maintenance staff may enter your apartment while you are not home to complete the work order or in the event of an emergency.

NETWORK ACCESS & ACCEPTABLE USE POLICY – Residents have access to some Campus Housing network and/or College network and computer resources. These require that each user have a unique identity. A computer identity represents the user in various systems activities, to provide access to software and data, and to associate the user’s software and data with the identity. As such, any computer identify is an instrument of identification, and its misuse constitutes forgery or misrepresentation and is subject to disciplinary action.

1. Network resources shall not be used for any illegal or criminal purpose.
2. Unauthorized attempts to gain root access to any account not belonging to the user on any Property or College network system are prohibited.
3. Unauthorized access to restricted databases is prohibited.
4. Any user who finds a possible security hole on any Campus Housing or college system is obliged to report it to the system administrators.
5. Password sharing is prohibited. Users shall be held responsible for choosing safe passwords, ensuring file protections are set correctly, and for all use of accounts and user-ids assigned to them.

Campus Housing is not responsible for unofficial uses of computer resources. Computing and information resources are made available to individuals to assist in the pursuit of educational and other academic goals. It is expected that users will cooperate with each other and respect the ownership of work and information even though it is electronic--rather more than immediately tangible--form. Rules prohibiting theft and vandalism apply to software and data as well as to physical equipment.

1. No computer system is to be used as a staging ground to crack other systems.
2. No one shall alter or delete software, hardware, communications, or data belonging to someone else without authorization.
3. Users may not browse, access, copy, or change private files without authorization. Users may not attempt to modify the computer system or software in any unauthorized manner.
4. Use of the system for commercial purposes, either for-profit or not for profit, is strictly prohibited.
5. Users ought to adhere to posted system policies, procedures, or protocols, such as time or storage limits, where those policies, procedures, or protocols are consistent with this policy. Refusal may constitute failure to comply as defined in the Resident Handbook.
6. The use of invasive software, such as “worms” and “viruses” destructive to computer systems, is unethical and illegal.
7. Copyrighted software must only be used in accordance with its license or purchase agreement. Users do not have the right to receive or use unauthorized copies of software, nor to make unauthorized copies for themselves or others.
8. Attempting to damage or disrupt operation of computer equipment, data communications equipment, or data communications lines is prohibited.
9. Gratuitous consumption of system resources (disk space, CPU time, and bandwidth) is not allowed.

RESIDENT ASSISTANT STAFF – Student leaders are hired by Campus Housing to assist the professional staff in providing residents a positive and fun living experience that supports the educational mission of the college. Resident Assistants (RA's) work with residents to plan and implement programs for residents. We encourage residents to take advantage of and participate in the programs within housing and at ICC.

RESIDENT RIGHTS & RESPONSIBILITIES

ACCOUNTABILITY FOR INAPPROPRIATE BEHAVIOR – Violations of the Resident Handbook, Code of Conduct or Student Handbook may result in disciplinary action up to and including removal from Campus Housing and/or expulsion from Illinois Central College. For violations of the Code of Conduct or Student Handbook, referrals will be made to the Dean of Students. For violations of the Resident Handbook, Campus Housing staff will first address behaviors and attempt to resolve issues. (For repeat offenses, referrals may be made to the Dean of Students.) When necessary, Campus Housing utilizes an educational discipline process, designed to promote and encourage self-discipline, and that it will foster fundamental fairness with respect to each student. Involvement with certain violations may also result in monetary penalty or fines being assessed as outlined in this document and/or the License Agreement. Most violations will result in educational sanctions designed to give back to the residential community. The discipline process when elected by Campus Housing is as follows:

1. Written email notification to you of the possible violation and a hearing with the Assistant Director. It is your responsibility as the resident to schedule the hearing by the date specified in the written notification. If you fail to attend the hearing without prior notification and good cause, the Assistant Director reserves the right to adjudicate and impose sanctions in your absence.
2. After the hearing, a decision shall be rendered and notification of the decision and sanctions, if any, shall be sent to you. Sanctions may include any or all of the following: probation, monetary fine, community service, educational counseling, and/or removal from Campus Housing.
3. Right to Appeal – You have the right to appeal the decision and/or sanctions to the Director. A letter requesting an appeal and outlining the reasons for the appeal must be filed with the Director within three (3) business days from the date of the decision for the appeal to be considered. The Director will review the appeal, offer you an opportunity to meet for further discussion and notification of final decision. Written notification of the final decision will be sent.

Appeal for failure to follow process – If you feel the process as outlined was not followed, you may request in writing that the Dean of Student Success review the process. If it is determined that the process as outlined was followed, the appeal decision rendered by the Director stands. If it is determined that the process was not followed, the Dean of Student Success will meet with the resident about the incident and make final determination if the resident is responsible and if so, impose appropriate final sanctions.

CHRONIC MISBEHAVIOR – If a resident establishes an unacceptable pattern of misconduct when he or she is frequently in trouble, though individual offenses might be minor, then a pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant disciplinary problem. In general, the third violation of policy may result in a referral to Dean of Students and/or removal from Campus Housing.

CONTRACT RELEASE – If a resident is released from their contract, they may no longer be responsible for all or part of the housing fees. In the following situations a Resident is eligible to apply for release to the Director or a designee for a contract release:

1. Graduation: if a resident completes their degree or certificate prior to the end of the license agreement, the resident can apply for a contract release.

2. Assignment to a College sponsored internship, co-op, or exchange program: If a resident is a participant in a College-sponsored internship, or other programs which require living away from campus, the resident can apply for a contract release.
3. Medical or Health Problems: If a resident has a severe medical or health problem which is directly related to apartment living, the resident may petition to be released from the agreement. The resident must present documentation from their health care provider(s) that describes the severity of the health problem and the rationale for the request. If the College grants a medical withdraw, the resident can apply for contract release.
4. Family death and/or other family emergency: If a resident has a death in the family and/or a family emergency which effects apartment living, the resident may request a contract release.
5. Military Service: If a resident receives military orders for a permanent change of station or to deploy with a military unit for a period of not less than 90 days, [he/she] may request a contract release. Copy of orders will need to be supplied.

Campus Housing will provide a written response indicating whether the request is authorized or denied within five (5) business days.

CONTRACT TERMINATION – Termination of the license agreement does not release a resident from responsibility of paying the housing fee. Campus Housing may terminate the license agreement under the conditions stated in the following circumstances:

1. The College may terminate or temporarily suspend performance of any part of this agreement without notice in the event an exigency would make continued operation for the Campus Housing non feasible.
2. Residents may be removed or suspended from Campus Housing at Illinois Central College for failure to comply with regulations or if their actions are found to be detrimental to the welfare of other residents.
3. Eligibility requirements are not met or maintained by the resident.
4. Violation of the license agreement, or any of the policies and guidelines contained in the Resident Handbook.
5. Non-Payment of the housing fee.

PERSONAL PROPERTY/LIABILITY –Campus Housing at Illinois Central College is not liable for property belonging to Residents, which may be lost, stolen or damaged in any manner wherever that may occur on the premises. Residents assume total liability for any injury, damage, property loss or expense resulting from modifications to the room completed by the Residents. Campus Housing staff may order the immediate removal of room modifications found hazardous to personal safety or that pose a fire hazard. Decisions regarding safety or fire hazard are made exclusively by housing personnel. Campus Housing at Illinois Central College does not provide, but encourages all residents to obtain a renter’s insurance policy.

REPLACEMENT COSTS – Unless detailed differently in writing due to a change in pricing or costs, the following items will be replaced at the designated prices: Gate Card (\$50); Front Door Key Fob (\$25); Bedroom Key (\$30); Mailbox Key (\$20); Parking Decal (\$30).

ROOMMATE AND NEIGHBOR CONFLICTS – Conflicts occur due to a lack of communication between people and resistance to compromise. All residents agree to follow the ROOMMATE/NEIGHBOR CONFLICT RESOLUTION process:

1. The complaining resident discusses the problem with Campus Housing staff; staff will give tips on how to talk with the roommate/neighbor; the complaining resident then addresses the concern directly with the roommate/neighbor.
2. Campus Housing staff will follow up with the complaining resident. If the problem remains, a resolution meeting is held among roommates/neighbors and staff. A roommate/neighbor behavior contract may be formulated to help negotiate a compromise.
3. Our staff will follow-up and work with all residents to revise the roommate/neighbor contract if needed.

4. Only after our staff feels that the roommate/neighbor resolution process has been given a chance, and if space is available, will changes in apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for release from the license agreement.
5. All moves require Campus Housing staff approval and facilitation.
6. It is required that you fill out a roommate agreement with the assistance of your building Resident Assistant (RA) within the first week of move-in. This will help lay out clear-cut rules and guidelines for all roommates to follow to make everyone's experience more pleasant.

VERBAL AND/OR PHYSICAL ABUSE – Residents and guests are to treat all roommates, neighbors, visitors, Campus Housing staff, and College officials with courtesy and respect. Verbal abuse, including swearing, name calling or any other language offensive or demeaning to the person is inappropriate and unacceptable behavior. Physical violence of any type will not be tolerated and will result in immediate removal from housing.