

Hale Hall is our value-priced residence hall for freshmen who are on a serious budget. There are approximately 50 double occupancy bed spaces available. Single rooms are generally not available in this building. The hall office is open two hours every night, and there is a resident assistant (RA) available for each floor/wing. A full-time professional residential coordinator (RC) lives in Powell Hall (adjacent to Hale) and manages all staff and the daily operations of both buildings. A lead RA assists with general oversight of the building. Residential staff support residents, assist with questions, provide resources essential to the community, and help establish an environment that supports the academic and social needs of residents.

### Get Involved in Hall Council!

- **The Hall Programming Committee** puts on fun and memorable events open to everyone in the building.
- **The Hall Improvements Committee** focuses on finding ways to make living here more comfortable.

The **Resident Students Association** (RSA) is the student organization that oversees hall councils. They advocate for students, recognize the work of involved students, and encourage involvement at regional and international leadership conferences.

Whether you are looking for a leadership role on campus, have an interest in planning events, or want to meet new people, hall council would be thrilled to have you. Meetings are open to all residents and will start up shortly after the beginning of the school year. If you have questions about hall committees, contact your RC. Questions about RSA can be directed to [rsa@evansville.edu](mailto:rsa@evansville.edu).

### Mailing and Building Address

Student's Name \_\_\_\_\_  
 451 S Weinbach Avenue  
 Room # \_\_\_\_\_  
 Evansville, IN 47714

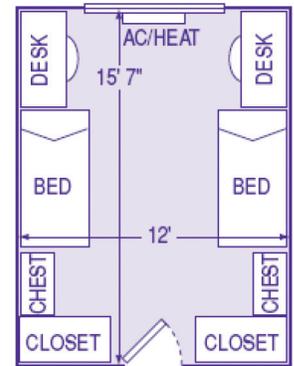
### Package Address

Student's Name \_\_\_\_\_  
 Hale Hall, Room # \_\_\_\_\_  
 1 South Frederick Street  
 Evansville, IN 47714

At check-in, all students will fill out and sign an online Room Condition Report. Room damages are recorded on this form, and it is updated at checkout. New damages are billed to residents.

### Quick Reference Room Measurements

- **Room Size:** 12' x 15' 7"
- **Window:** 59.5" x 62.5"
- **Door:** 79" x 32"
- **Mattresses:** 80" x 36"
- **Metal Bed Frame w/ Wood Bed Ends:** 84.5" x 38"  
Adjustable heights - 2" increments  
For super-long 90" beds, contact Residence Life at 812-488-2956.
- **Max Loft Height:** 58.5" floor to bottom of frame
- **Desk:** 30" x 42" x 24"
- **Desk Carrel:** 24" x 41" x 9"
- **Closet:** 65.5" rod to floorboard
- **Overhead Storage:** 16.5" x 46.5" x 23"
- **Two Chests of Drawers Per Student:** 30" x 24.5" x 24"  
The three-drawer chest can be stacked on top of the two-drawer chest, or they can be positioned beneath the bed.
- **Need more measurements?** Find detailed measurements and photos of Hale [here!](#)



(all dimensions L/H x W x D)  
(all sizes approximate)

### All Things Tech

- Learn how to get connected. Visit the Amenities and Services webpage and select [Computing and Digital Streaming](#).
- Each room is set up for wired internet access, and the entire building has wifi.
- There is a study room on each floor and a computer lounge with printing on the first floor (one Mac and one PC). Residents can conveniently print from any of the hall PCs and even their own computer/laptop via PaperCut. Your PaperCut account can be refilled by visiting the Office of Student Financial Services in Olmsted Administration Hall.

### Ace Cinema and Streaming

Check out the [free movie channel](#) on your laptop brought to you by RSA! To set up your streaming device or game console, start a chat with [OTIS!](#) Click "Ask a question" and type: Smartnet. Then proceed with your request.

### Keys and Card Access

In Hale Hall, your ID provides electronic access to entrances, stairwells, and hallways. You will be issued a physical key for your bed-room. It is important you do not lose these. Replacement keys are \$40. Replacement cards can be obtained from Public Safety for \$15.

Check the [Residence Life section](#) of the Student Handbook for more details about policies and processes.

## Check-In and Emergency Info Card

When you check in at your appointed time at your residence hall, staff will provide you with your room key and other materials. Be sure to review and sign your online **Room Condition Report**. This will record any pre-existing conditions so that you are not charged for those damages.

You will also fill out an online **Emergency Info Card**. Be sure to have your student ID#, two emergency contacts, insurance card, and allergy and health information for this document.

## In-Hall Amenities

- Laundry room (coin-free, unlimited use)
- Game room with TV, table tennis, and billiards
- Kitchen with stove/oven, microwave, and refrigerator
- Computer lab with printer
- TV lounge
- Study lounges on all floors
- Vending machines
- Outdoor sand volleyball pit
- Two outdoor basketball hoops

## Quick Guidelines for Arranging Your Room

- Don't block AC/heating vents or window exits.
- Keep 24 inches clear in front of HVAC vents and six inches clearance from exterior walls. Reduced airflow = excess moisture and potential mold!

## Things NOT to bring

- Multi-plugs (surge protector strips are OK)
- Duct tape
- Contact paper or wall decals
- George Foreman grills or other cooking appliances with exposed heating elements
- Halogen lamps
- Candles or candle warmers
- Pets (fish, service animals, and approved emotional support animals are allowed)
- Alcohol, illegal drugs, or tobacco
- Firearms, swords, or other weapons

## Trash

Be sure to bring a trash can and recycling container for your room. There is a trash room on every floor.

## Recycling in Hale Hall

**Recycle bins are located near the kitchen.**

EVERYTHING MUST BE EMPTY, DRY, and CLEAN.

### Acceptable Items

- PETE #1 and HDPE #2 plastics (flattened, lids removed)
- Mixed paper: printer paper, brown paper bags, junk mail/envelopes, thin magazines
- Magazines
- Newspaper
- Aluminum cans
- Flattened cardboard

*Batteries, light bulbs, and ink cartridges can be recycled in the hall office.*

### Unacceptable Items

- Plastic bags
- Aluminum foil
- Pizza boxes
- Cardboard with food residue
- Glass
- Soiled/wet paper, wax paper, napkins/towels, food packaging, wrapping paper, tissues, paper plates

## How to Loft Your Bed

Lofting is great – it provides a lot more floor space so that you can bring a more personal touch to your space..

1. Don't place lofts where you might bump a sprinkler.
2. Refer to the laminated flyer posted on your floor or use our [online instructions](#). Loft kits are located within every room.
3. Make sure you have a rubber mallet and an adjustable wrench (available from the hall office). Find the four metal pins to connect your end posts. Check the drawers in your room for pins – if none, there are extra in the office.
4. Remove the mattress – the bed is a lot lighter that way.
5. Making sure that both wooden end-posts are oriented correctly (up/down and inside/out), connect them using the two long metal support bars, one on the top rung and one nearer the bottom.
6. Hammer them into the rungs (gently!) with the rubber mallet.
7. Put the small metal pins in holes on the tops of the end-posts. These will secure the loft to the bed frame.
8. Carefully lift the bed frame onto the loft, matching up the pins to the holes in the bottom of the bedposts.
9. Place your mattress on top and attach the safety rails to the side. Installation of the safety rails are important and required! Follow the [illustrated instructions](#) to install them.

## Helpful Tips on Decoration

- All University furniture must stay in the room.
- Do not nail/screw anything into anything!
- Nothing should be hung from the ceilings. The plaster damages easily.
- If you loft, feel free to get a loveseat or a futon. These work really well when you have friends over. They provide a great place to sit and you don't have to mess up your bed.
- Rugs are nice because they protect the carpet from stains. Also, this is a great way to bring some coziness and personality into your room without much effort.
- Window shades are included, but curtains on the windows can add character to the room and block more light at night if you face a streetlight. The easiest way to hang them is to use two large 3M Command hooks and a lightweight curtain rod.
- 3M Command Strips work really well and usually don't take off the paint **when you follow removal instructions carefully**. NEVER USE DUCT TAPE OR REGULAR FOAM TAPE!
- It is a violation of the fire code to tamper with or hang anything from the sprinklers or pipes.
- Be creative! Make your space your own – it's your home, so we want you to feel welcome in it!
- If you're worried about a decoration, just ask an RA! We'll be around a few weeks into the semester to do health and safety inspections, so we can let you know whether or not something is a violation of policy.
- When you move out, set your room back to its original configuration.

## Social Media

### Residence Life

 @UEResLife  UEResLife  @residencelife1

### RSA

 @UE\_RSA  UERSA