

# Village Resident Guide

2019-2020

**It Takes A Village**

*Village Neighborhood Association*

 University  
of Evansville

*Building Community One Person at a Time*

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## Numbers to Know

UE Security	812-488-2051
Emergency	812-488-6911
Residence Life	812-488-2956
Village Staff	812-488-5991
Facilities	812-488-2775
Housekeeping	812-488-2045
Health Center	812-488-2033
Office of Technology Services(OTS)	812-488-2077
Switchboard	812-488-2000

## Purpose of this Guide

This guidebook is made up from information from the residence life section of the Student Handbook and information on the residence life section of the University of Evansville website. This is intended as a quick reference guide for Village residents. Inside you will find information covering policies, emergency procedures, and services on campus.

For more complete information on the policies and procedures related to living on campus, please click here, [www.evansville.edu/residencelife/downloads/ResidenceLife.pdf](http://www.evansville.edu/residencelife/downloads/ResidenceLife.pdf).

## Living in Campus Housing

### Alcohol and Drugs

The University of Evansville prohibits the possession, consumption, use, or sale of unauthorized prescription drugs, illegal drugs, or alcohol in any campus living units occupied by students, including University-approved housing. See our 21+ Housing web page to apply for 21+ Status in order to drink responsibly in your housing unit. Students present in a residential facility where alcohol or illegal drugs are present are subject to disciplinary action. As part of residence life policy, students are also subject to disciplinary action for possession of empty alcoholic beverage containers. Below is the web page to apply for 21+ Housing. [www.evansville.edu/alcoholpolicy/21Application.cfm](http://www.evansville.edu/alcoholpolicy/21Application.cfm).

### Care and Condition of Rooms

Students agree to provide normal housekeeping and use reasonable care while living in their assigned units. All furnishings are to remain in their designated locations.

Upon checking in and out, students will sign a room condition report. This protects students from charges for pre-existing damages. Upon checking out, charges may be assessed for damaged not listed on the initial condition report.

Students are jointly responsible for care of public areas. Charges for damages to public areas may be assigned to all students of specific areas.

Any student who causes damage (or whose guest causes damage) to residential facilities will be assessed for such damages.

## Decorating

Room decorations are encouraged as long as they do not create health or fire hazards or cause damage to the room or furnishings. When decorating, the use of nails, screws, or tacks on or in the walls, doors, furniture, or fixtures is prohibited. Duct tape, two sided foam tape, contact paper, and wall decals are also prohibited. **The use of poster putty and wall clings are not approved for use in Village properties.**

Most residence hall properties are constructed using cinder block walls and semi-gloss paint. Village properties are typically constructed with sheetrock painted with flat coat or satin paint. Additional care must be taken to maintain clean undamaged walls made from these materials. Avoid contact that would result in soiling or damaging the wall.

**Command Strip products are recommended if instructions for application and removal are followed;** even so, students are still responsible for any potential damage when using these products.

Alcoholic beverage containers are not considered decorative and are prohibited. If you are in doubt about decorations, check with residence life staff within the building.

## Furniture and Equipment

Furniture provided includes bed, desk, chair, dresser, and closet space for each resident. In addition, living rooms come with couch seating for each occupant.

Kitchens come with a stove/oven, full size refrigerator, cabinet and counter space, and a dining table and chairs. University-provided furniture may not be removed from the unit under any circumstances.

Furniture may not be stored in the basement areas. Only designated patio furniture is permitted on the porches.

All personal items, including furniture, must be removed when formally checking out of the assigned residence.

## Heating/Air Equipment

To be sure that heating and/or air conditioning units are functioning properly, rooms should be arranged so that the unit is not blocked by furniture or other objects. Keep a 24-inch clearance from vents.

## Personal Property

The University of Evansville and the Office of Residence Life assume no responsibility for theft, damage, or loss of money, valuables, food stuffs, or personal belongings of any student or guest. It is recommended that students make arrangements

to insure any property brought to school through homeowners insurance or private property insurance.

## Animals

Tropical and freshwater fish that are legal to own in the state of Indiana and approved service animals are the only pets permitted in residential facilities. For information regarding approval of service or assistance animals, contact the Disability Services office at 812-488-2663. All other animals, including lab specimens, are prohibited.

## Community Standards

### Guests

With the roommate's consent, residents may have guests of the same gender stay in their rooms, providing the stay is no longer than three days within a 10-day period and that the guests do not disrupt the normal activities of others.

It is recommended that residents notify the Village staff when having a guest stay in their room.

Guests are subject to all University and residence life rules and regulations. Students are responsible for the actions of their guest.

### Quiet Hours

Community living in an academic setting requires that residents respect the rights of others to study and sleep. Primary quiet hours are from 10:00 p.m. to 10:00 a.m. Each student has the responsibility to ask another to be quiet, close doors, turn a stereo down, etc. to maintain quiet hours. During Reading and Study Day and finals week, residential facilities are under continuous quiet hours.

### Smoking

Smoking in any form, the use of any tobacco products (smoked and smokeless), and the use of electronic smoking devices (e-cigarettes) are prohibited in residential housing, approved University housing, contiguous grounds, parking lots, and vehicles in parking lots. Reasonable evidence that smoking, tobacco use, or vaping occurred in a student room will be considered a violation of this policy.

### Solicitation

To protect residents from unreliable, illegal, and meddlesome peddlers, soliciting is not permitted in the Villages. Special permission for student fundraising projects may be obtained from the dean of students. Residents should report any solicitation in the residence halls or Villages. Immediately notify your residential staff, the Office of Residence Life, or the Office of Safety and Security.

### Entry of Students' Rooms

The University of Evansville recognizes and respects students' right to privacy in their rooms. However, the entry

into a room or room search of any student may be conducted by the following people for the purposes listed below:

- By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure.
- By University maintenance or custodial personnel to make repairs and to provide routine service.
- By authorized University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of the student and the University.
- By a resident assistant, residential coordinator, or other appropriate University official when there is probable cause to believe a violation of University or civil regulations is being committed.

### Unauthorized Access

Students or their guests may not enter any unauthorized or unapproved areas within any residential facility or its exterior areas. This includes, but is not limited to maintenance or custodial areas, construction zones, roofs, windows, or window ledges.

### Services

#### Cable Television

Digital cable service is provided in Village Housing. There is one cable connection in the living room and one connection in each bedroom. Contact the OTS Help Desk for information on how to connect your TV to receive cable.

#### Internet

With the exception of Jones Hall and the Townhouses, Village housing does not have ethernet port access provided by the University though Wi-Fi is available.

Village houses have independent wireless modems. These devices should be found in the living room area. The passcode to connect to the wireless router is indicated on the device.

#### Keys

Each resident is issued appropriate keys for their unit at the time of moving in. All keys remain the property of the University. No key may be duplicated. Keys must be returned at the time of checkout. Students are not permitted to give their keys to other persons (\$50 fine).

If a key or card key is lost, students should request a replacement from the Office of Residence Life (open Monday through Friday, 8:00 a.m. to 5:00 p.m.) or the residential coordinator on call (nights and weekends). For security reasons, the lock core will be changed whenever a replacement is needed. There is a \$25 charge for the re-core and a new key.

Lost ID cards are replaced at the cost posted on the Office of Safety and Security website. Temporary access cards for Jones Hall and Townhouse residents are available at the Office of Safety and Security.

## Laundry

There are three laundry room locations for Village residents. All laundry machines are available to building residents at no cost. Residents will need to supply their own detergent.

Jones Hall First Floor – Available to Jones Hall residents and Frederick houses

Lincoln Park “A” Section – Available to Lincoln Park and University Apartments and Weinbach houses. Entry is in the rear of building.

Weinbach Apt 1 – Available to Weinbach Apartments and Weinbach houses. Townhouses have private laundry within their Townhouse units.

## Mail

**Jones Hall** – USPS letters are delivered daily (Monday through Friday). Mail is usually placed in mailboxes in the afternoon or early evening. Packages, registered mail, FedEx, and UPS are delivered to Mail Services Distribution Services located in the General Services Building (open 8:00 a.m. - 5:00 p.m. Monday - Friday). Students will be notified via e-mail or telephone when a package arrives for pickup/signature. A valid UE student ID and signature are required before packages are released for student pickup.

**Houses, Apartments, and Townhouses** – Mail and packages are delivered to external mailboxes by USPS personnel. USPS, FedEx, and UPS deliveries are handled directly by the corresponding service provider. At times, USPS may leave a small brownish peach and/or green slip that indicates that your package must be picked up at the post office located on Washington Avenue.

## Mail Keys

Residents of Lincoln Park Apartments and Townhouses may obtain a mail key (one per unit) from the Village staff.

Residents of University and Weinbach Apartments may obtain a mail key from the US Post Office on Washington Avenue.

Residents of Jones Hall will receive a mailbox combination from the Village staff.

## Parking

All of the apartment complexes and Townhouses have parking areas dedicated for use by the residents of these facilities who have purchased a valid University permit. All other vehicles from the campus community parked in these lots, without a proper permit, are subject to issuance of a University parking violation citation.

University houses have limited parking available in drives or designated parking areas. No parking is allowed on sidewalks or lawns. Vehicles parked on sidewalks or lawns are subject to parking citations and charges for damaged landscaping. If additional parking is required, we recommend registering your vehicle to park in a campus lot.

For more about parking regulations see the Office of Safety and Security website.

## Repairs

**Minor Repairs.** Minor repair needs should be requested through a work order available on WebAdvisor. After submitting this work order, a member of the maintenance staff will make the repair or assess the problem during standard working hours. While some repairs can be made immediately, two or three days should be allowed for any action on a request.

**Emergency Repairs.** Major problems that require immediate attention (e.g., door lock, water leak, loss of heat) should be reported directly to the Physical Plant between 8:00 a.m. and 5:00 p.m., Monday through Friday. For additional assistance, it is important to contact the Village staff on duty.

If an emergency maintenance situation occurs after hours, call the Office of Safety and Security at 812-488-2051 and ensure that your message is clear about the emergency work

**DO NOT SEND EMAILS OR LEAVE VOICE MAIL FOR EMERGENCY WORK ORDERS.**

## Mold

Mold spores are naturally present everywhere. Follow these steps to discourage mold growth in your Village residence:

- **Keep windows closed** when running air conditioning. Warm moist air + cool air conditioning = condensation.
- **Leave blinds open** during the day. Mold likes to grow in the dark!
- **Set thermostat** to run automatically at 70° - 75°. Setting your thermostat too cold can cause condensation issues and mold growth.
- **Don't obstruct airflow.** Keep 24 inches clear in front of HVAC vents and 6 inches clearance from exterior walls. Reduced airflow results in excess moisture and mold growth.
- **Don't add moisture to your room.** Don't use humidifiers. Avoid using devices that add moisture to the air like essential oil diffusers.
- **Clean your room!** Normal cleaning can stop mold before it starts:
  - Vacuum and clean up your room regularly
  - Clean surfaces with mild cleaning solutions
  - Don't pile up clothes or other items on the floor
  - Keep your kitchen and bathroom free from mold and mildew by cleaning regularly.

- **Bathroom exhaust fans**, if applicable, should be kept running during and 10 minutes after showering to help remove humid air.

If you notice an issue, contact your RA staff, residential coordinator, or the Office of Residence Life.

A residence life staff member will do an initial inspection and contact the facilities office.

#### **For more information see:**

Reducing the Occurrence of Mold [www.evansville.edu/residence-life/services/services.cfm](http://www.evansville.edu/residence-life/services/services.cfm)

UE Indoor Air Policy [www.evansville.edu/offices/facilities/downloads/UE-Indoor-Air-Policy.pdf](http://www.evansville.edu/offices/facilities/downloads/UE-Indoor-Air-Policy.pdf)

## **Trash and Recycling**

**Trash.** Residents of all Village Houses are provided with one large 96 gallon trash can. These should be placed on the sidewalk the night before trash collection day.

Residents in the apartments and Townhouses should use the dumpsters to dispose of any trash. Dumpsters are located (usually) in the rear of the apartment complex.

**Recycling.** Houses have curb-side recycling available through the city of Evansville. Recycling is picked up every other trash day. One large 96 gallon container (with a green lid) is provided per unit. Residents of the apartments have recycling services available through the UE campus recycling program. Recycling centers for these units are located in the Village laundry rooms. Jones Hall recycling is located next to the elevator on the first floor. A guide to campus recycling can be found on AceLink under Areas/Recycling.

Townhouse residents may recycle in the containers located near the complex's dumpster.

## **Townhouse Notes**

### **Bicycles**

Designated bicycle racks are installed near each Townhouse building. If you plan to have a bicycle stored outside, please use the designated bicycle racks to secure your bicycle.

### **Porches**

Only designated patio furniture is permitted on the porches. Do not store personal belongings, bicycles, couches, trash, recycle bins, or any other item other than furniture that is designed for patios. At no time is UE furniture permitted to be outside.

### **Panic Buttons**

Each Townhouse unit is equipped with two silent alarm panic buttons (one in the upstairs hallway, one on the ground floor near the kitchen). When activated, these devices will send notice to UE security that you require emergency assistance

and UE security will be dispatched to your location. To activate the panic button, press the two red buttons simultaneously.

## **TVs and Sectionals**

Please leave supplied TV and sectional couches in their original configuration. Moving televisions, entertainment console, and sectional can cause damage to these items.

Proper cleaning of couches is limited to a light application of mild soapy water. The use of cleaning solutions or other chemicals can harm vinyl surfaces.

## **Glass Stove Tops**

Do not use abrasives to clean glass stove tops. Softscrub, vinegar, and a non-scratch pad are acceptable. Only use pans designed for glass top cooking.

## **Village Houses Trash and Recycle Day**

### **Pick-up**

#### **400 - 544 Weinbach Avenue**

Trash Pick-up – Wednesdays (have trash bin out to curb by 6:00 a.m.)

Recycle Pick-up – every other Wednesday. A-week schedule (have recycle bin to curb by 6:00 a.m.)

#### **Frederick St. Houses and Walnut St. House**

Trash Pick-up Mondays (have trash bin out to curb by 6:00 a.m.)

Recycle Pick-up; every other Monday. B-week schedule (have recycle bin to curb by 6:00 a.m.)

For more information on the city of Evansville's trash and recycle pick-up, visit their website at [evansville.in.gov/index.aspx?page=2869](http://evansville.in.gov/index.aspx?page=2869)

## **Emergency Procedures**

### **Ace Alert**

The University of Evansville offers a service where an emergency alert can be sent as a text message to student cell phones. The alert is used in the case of a campus emergency where immediate action needs to be taken by members of the community.

It is highly recommended that all students living in the Villages sign up for this service as it will be the primary form of communication in the event of an emergency. Free registration for this service is available through WebAdvisor.

### **Fire**

In the event of an actual fire, pull the fire alarm, if applicable, and warn other residents by knocking on doors and shouting as you leave the building. Remember to shut your door. Notify the Village staff or residential coordinator if possible. Call UE security at 812-488-6911 from a safe location, and provide them

with as much information as possible. Stay at least 50 feet away from the building. Do not re-enter the building until you are informed it is safe to do so by approved University personnel.

## Tornado

Move to the safest area in the building. This will be on the lowest level of the building. If the lower level is not available, move to an interior room without windows such as closets or bathrooms. Clear stairwells as quickly as possible to avoid wind tunnel effects common in stairwells during a tornado. Attempt to warn others and stay clear of windows. Do not evacuate the building unless fire ensues or until you receive an “all clear” from approved University personnel or an approved residence life staff member. Stay away from windows, doors, and outside walls. Protect your head.

## Gas Leak

If you smell gas (rotten egg smell) or your detector alerts you, exit the building as quickly as possible without turning on or off any electrical device. From a safe distance outside of the building, call UE security at 812-488-6911 to report a gas leak. Do not re-enter the building until you are informed it is safe to do so by approved University personnel.

## Earthquake

Move away from your window toward your door, drop on your knees with your back to the windows; fold your arms on the floor close to your knees, bury your face in your arms and close your eyes. If time allows, pull a mattress over your head for further protection.

After the initial shock and things have settled down, evacuate to either the Black Beauty Soccer Field or the Sesquicentennial Oval, whichever is closest. Remain at the assembly point until you have been given instructions by residential housing staff or University emergency personnel. *Do not re-enter your building until you have been authorized to do so by University emergency personnel.*

## Inclement Weather - Closing or Delays

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be announced in one or more of the following ways:

- Ace Alert – An emergency alert will be sent as text messages to your cell phone.
- AceNotes – An email message will be sent to the campus community.
- University website – A message will be posted to the main page of the campus website.
- TV and Radio – Tune in to local radio and TV broadcasts when weather looks severe.

Students, faculty, staff, and visitors are urged to use personal discretion when deciding to travel in inclement weather and asked to contact the appropriate persons in case of an anticipated delay or absence from work, class, or event.

## Campus Emergency

The residents of the Villages will be notified by e-mail and Ace Alert text messaging regarding a campus emergency. Upon being notified, follow all instructions immediately to secure your safety. If you have important information, contact UE security at 812-488-6911 from a cell phone. Use this number sparingly as there may be several calls coming in during an emergency. In an extreme emergency 911 can be called if essential information needs to be shared and lines are busy.

It is important to follow all instructions from campus staff immediately.

To maximize safety during a shelter-in-place order, the following recommendations should be considered by each individual:

## RUN, HIDE, FIGHT

**RUN:** Flee the building if you can do so safely based on what you know is taking place within the building. (i.e., if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building)

**HIDE:** Consider the above recommendations; additionally, turn ringers and other tones off on cellphones and turn off lights.

**FIGHT:** You (and those with you) stand a better chance of surviving if you do something rather than nothing.

## Emergency Numbers

**812-488-6911**

Ambulance, Police, Fire

**812-488-2051**

Campus Security (non-emergency)

