

Moore Residence Hall is a coed residence hall that can house up to 240 residents. The hall office is open two hours every night, and there is a resident assistant (RA) available for each floor. A full-time professional residential coordinator (RC) lives in Schroeder Hall (across the street from Moore) and together with the head resident (HR) manages all staff and the daily operations of both buildings. The Moore HR is a student selected for their maturity and experience to help supervise RAs and manage the building. The RC, HR, and RAs provide support to 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 your Residential Community!!

The **Resident Students Association (RSA)** is the student organization that supplements hall programming and helps provide upgrades to residential buildings.

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, RSA would be thrilled to have you. RSA has three standing committees to help boost your residential experience:

- **The Programming Committee** puts on fun and memorable events open to everyone in the building.
- **The Improvements Committee** focuses on community enhancements.
- **The Marketing Committee** creates unique ways to inform students about all that is happening.

Meetings are open to all residents and will start 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.

Mailing and Building Address

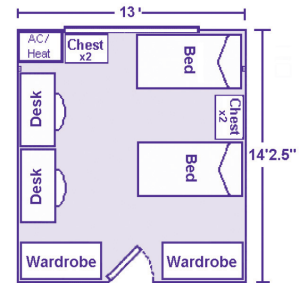
Student's Name _____
400 S Rotherwood Avenue
Room # _____
Evansville, IN 47714

Package Address

Student's Name _____
Moore Hall, Room # _____
1 South Frederick Street
Evansville, IN 47714

Quick Reference Room Measurements

- **Room Size:** 13' x 14' 2½"
- **Window:** 49" x 104" x 6.5"
- **Door:** 79" x 30.5"
- **Mattresses:** 80" x 36"
- **Metal Bed Frame w/ Wood Bed Ends:** 84.5" x 38"
Adjustable heights - 2" increments
- **Max Loft Height:** 51" floor to bottom of frame
- **Desk:** 30" x 42" x 24"
- **Desk Carrel:** 21" x 41" x 10"
- **Wardrobe:** 47" rod to floorboard
- **Wardrobe Shelf:** 10" x 34.5" x 18"
- **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 Moore [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 are four common area TVs (three with DVD players), and DVDs are available in the hall office.
- The basement computer lab has three PCs, one Mac, and one laser printer for your convenience.

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 Moore 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.

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.

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
- Game room
- Kitchen with stove/oven, microwave, and two refrigerators
- Computer lab with printer
- Two TV lounges
- Study lounges
- Formal dining room
- Vending machines

Moore Room Windows

Room windows are not to be opened except in case of an emergency. This helps maintain proper air system circulation.

Quick Guidelines for Arranging Your Room

- Avoid lining up lots of furniture under the window.
- In Moore, keep 18" clear in front of top and bottom HVAC vents and six inches clearance from exterior walls. Reduced airflow = excess moisture and potential mold!
- Don't block heating vents or window exits.

Things NOT to bring

- Multi-plugs (surge protector strips are OK)
- Duct tape
- Contact paper or wall decals
- **Air fryers, sandwich 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 are trash rooms on each floor.

Recycling in Moore Hall

Located in designated locations in the building.

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 and equipment must stay in the room.
- Do not nail/screw/tack anything to 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. **They are also** 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

Note: Any new damage at the end of the school year is the responsibility of the student and will be billed appropriately.