

Moore Residence Hall is a co-ed residence hall with up to 240 students living there. 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) manages all staff and the daily operations of the building. Residential staff provide support to residents who live in the building, assisting with questions and providing resources essential to the community. They help establish an environment that supports the academic and social needs of residents.

**Get Involved in  
Hall Council!**

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

The Resident Students Association (RSA) is the central coordinating group for all Hall Councils. RSA supports Hall Councils, recognizes the efforts of involved students, and encourages involvement at regional and international leadership conferences. RSA works directly with the Student Government Association (SGA) to advocate for student needs.

Whether you are looking for a leadership role on campus, have an interest in planning events, or want to meet new people, RSA and your 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 your Hall Council, contact your RC. Questions about RSA can be directed to [rsa@evansville.edu](mailto:rsa@evansville.edu).

**Mailing Address**

Student's Name \_\_\_\_\_  
400 S Rotherwood Ave  
Room # \_\_\_\_\_  
Evansville, IN 47714

**Packages**

Student Name \_\_\_\_\_  
Moore Hall, Room # \_\_\_\_\_ 1  
South Frederick Street  
Evansville, IN 47714

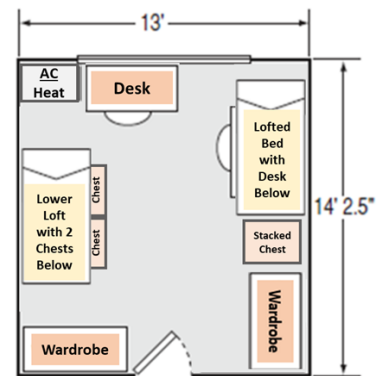
**Room  
Windows**

Room windows in Moore are not to be opened except in case of emergency. This helps maintain the proper air flow within the hall.



**Quick Reference: Room Measurements**

- Room Size:** 13' x 14' 2 1/2"
- Window:** 49" x 104" x 6.5"
- Door:** 79" x 30.5"
- Mattresses:** 80" x 36"
- Bed Frame:** 84.5" x 38" (Metal Frame with Wooden Bed ends)  
\*Adjustable heights - 2" increments)
- Loft Kits:** Included in all rooms  
Max Loft Height: 51" floor to bottom of bed frame
- Desk:** 30" x 42" x 24"
- Desk Carrel:** 21" x 41" x 10"
- Wardrobe:** 47" Rod to Floorboard Wardrobe  
Wardrobe Shelf: 10" x 34.5" x 18"
- 2 Chests of Drawers per student:** 30" x 24.5" x 24"  
3-drawer chest can be stacked on top of the 2-drawer chest or they can be positioned beneath the bed.



All dimensions are listed as L/H x W x D (all sizes approximate)

**Things NOT to Bring**

- No multi-plugs - Surge protectors are much better.
- No duct tape.
- No contact paper or wall decals.
- No George Foreman grills or other cooking appliances with exposed heating elements.
- No halogen lamps
- No candles or candle warmers.
- No pets, except fish.
- No alcohol, illegal drugs, or tobacco.
- No firearms, swords, or other weapons.

**All Things Tech**

- Learn about how to get connected. Go to our Amenities and Services page and click on [Computing Services](#).
- Each room is set up for wired Internet access, and the entire building is also wireless.
- 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.

**Card Access**

In Hale Hall, your ID is also a key. It is important that you not lose it. Replacement cards can be obtained from Public Safety for \$15.

**Ace Cinema**

Check out the [free movie channel](#) on your laptop brought to you by RSA!



Check the [Residence Life Handbook](#) for more details!

See [Computing and Digital Streaming for Everything Tech!](#)

## Check-In and Emergency Info Cards

You will check in at the appointed time at your residence hall. Staff will provide you with your key and other materials. Be sure to review and sign your **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 **Emergency Info Card**. Bring your student ID #, two emergency contacts, insurance card, and allergy 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

## A Few Quick Guidelines

- Avoid lining up lots of furniture under the window.
- Don't block AC/heating vents or window exits.
- In Moore, **keep 18" clear in front of top and bottom HVAC vents and 6 inches clearance from exterior walls.** Reduced airflow = excess moisture and potential mold!
- All University furniture must stay in the room.
- When you move out, set your room back to its original configuration.
- Do not nail/screw anything into anything!

## Trash

Be sure to bring a trash can for your room. There are trash collection areas on each floor.

## Recycling in Moore Hall

(located in all North Wing and the second floor South Wing trash rooms)

EVERYTHING MUST BE EMPTY, DRY, and CLEAN

Acceptable Items	Unacceptable Items
<input checked="" type="checkbox"/> PETE #1 and HDPE #2 Plastics (Flattened, lids removed)	<input checked="" type="checkbox"/> Plastic bags
<input checked="" type="checkbox"/> Aluminum cans	<input checked="" type="checkbox"/> Aluminum foil
<input checked="" type="checkbox"/> Flattened cardboard	<input checked="" type="checkbox"/> Pizza boxes <input checked="" type="checkbox"/> Cardboard w/food residue
<input checked="" type="checkbox"/> Mixed paper: printer paper, brown paper bags, junk mail/envelopes, thin magazines	<input checked="" type="checkbox"/> Soiled/wet paper, wax paper, napkins/towels, food packaging, wrapping paper, tissues, paper plates
<input checked="" type="checkbox"/> Magazines	
<input checked="" type="checkbox"/> Newspaper	
<i>Batteries, light bulbs, and ink cartridges can be recycled in the hall office.</i>	<input checked="" type="checkbox"/> Glass

## How to Loft Your Bed

**Lofting is a great option – it provides a lot more floor space so that you can bring a more personal touch to your space.** Loft kits are available in every room.

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.

Be careful - don't place lofts where you might bump a sprinkler.

### How to Loft your Bed

1. Refer to the laminated poster posted in your Hall or use our [online instructions](#).
2. 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.
3. Remove the mattress – the bed is a lot lighter that way.
4. 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.
5. Hammer them into the rungs (gently!) with the rubber mallet.
6. Put the small metal pins in holes on the tops of the end-posts. These will secure the loft to the bedframe.
7. Carefully lift the bedframe onto the loft, matching up the pins to the holes in the bottom of the bedposts.
8. Place your mattress on top and attach the safety rails to the side. The safety rails are important and required! Follow the [illustrated instructions](#) to install them.

## Arranging your Room

- Nothing should be hung from the ceilings. The plaster damages easily.
- It is a violation of the fire code to tamper with or hang anything from the sprinklers or pipes.
- Do not install screws, pins, nails or hangers into ceilings or walls.
- 3M Command Strips work really well and usually don't take off the paint. Follow removal instructions carefully. NEVER USE DUCK TAPE OR REGULAR FOAM TAPE!
- Don't block AC/heating vents or window exits.
- Be careful not to damage walls, ceilings or floors when moving furniture or equipment.
- 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.
- 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.

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