Hale Hall is an all-male residence hall, housing up to 182 residents. The hall office is open two hours every night, and there is a resident assistant (RA) available for each floor. The RAs work by helping the residents build relationships and live in a community while still maintaining academic and safety priorities on their floor. Hale also has a full-time professional residential coordinator who manages all staff and maintains the daily operations of the building.

Get Involved!

**Hale Hall Council**
Hale Hall Council is a student-run organization available to all residents of the hall. The council provides programs and events, as well as supplies and equipment for residents such as movies, games, sports equipment, and much more! We are currently looking to fill many executive positions. This is an AWESOME leadership opportunity. Talk to an RA if you are interested in applying, or keep an eye out for a call-out meeting coming soon!

**Resident Students Association**
The Resident Students Association is a student government organization that oversees all the Hall and Area Councils. They advocate for students, attend regional and international leadership conferences, and host several free events. RSA also has leadership positions currently open. Contact them at rsa@evansville.edu for more information.

**Quick Reference: Room Measurements**

- **Room Size:** 12’ x 15’ 7”
- **Window:** 59.5” x 62.5”
- **Door:** 79” x 32”
- **Mattresses:** 80” x 36” (Some 90” available. Please call residence life at 812-488-2956 to get on the list.)
- **Bed Frame:** 84.5” x 38”
- **Max Loft Height:** 58.5” floor to bottom of frame

  (all dimensions l/h x w x d)  (all sizes approximate)

  For other dimensions, just ask!

**Address and Contact Information**

Student’s Name  
451 S. Weinbach Ave.  
Room #____________  
Evansville, IN 47714

**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.

Check the Residence Life handbook for more details!

**All Things Tech**

- Rooms come with basic cable. For setup info, or information on upgrades, go to the residence life section of the UE website (Make sure your TV is digital ready!).
- Each room is set up for wired Internet access, and the entire building is also wireless.
- There is a computer lab on each floor with a computer (four PCs total for the building).
- There is one laser printer on the first floor and residents can conveniently print from any of the hall PCs and even their own computer/laptop via PaperCut.
- 3-foot coaxial cable cord provided in each room.

**Card Access**

In Hale Hall, your ID is also a key. It is important that you not lose it. There is a $25 charge for ID card replacement.

**Bike Lockers**

Bring your bike to campus! For a $60 per academic year rental fee, you can use one of our sheltered bike lockers. Contact residence life to check availability and reserve a locker.

At check-in, you will review and sign a Room Condition Report. Room damages are recorded on this form, and it is updated at checkout. New damages are billed to residents.
Emergency Info Card
During check-in, residents will fill out an Emergency Info Card. They will need their student ID #, two emergency contacts, insurance card, and allergy information for this document.

In-Hall Amenities
- Laundry room (coin-free, unlimited use)
- Game room with TV, foosball, table tennis, and billiards
- Kitchen with stove/oven, microwave, and refrigerator
- Computer lab with printer
- TV lounge
- Study lounges on all floors

Quick Guidelines for Arranging Your Room
- Don’t block AC/heating vents or window exits.
- Don’t place lofts where you might bump a sprinkler.
- 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 Hale Hall
(located throughout the hall with a central kitchen station)
EVERYTHING MUST BE EMPTY, DRY, and CLEAN

<table>
<thead>
<tr>
<th>Acceptable Items</th>
<th>Unacceptable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ PETE #1 and HDPE #2</td>
<td>☒ Plastic bags</td>
</tr>
<tr>
<td>Plastics (Flattened, lids removed)</td>
<td></td>
</tr>
<tr>
<td>☑ Aluminum cans</td>
<td>☒ Aluminum foil</td>
</tr>
<tr>
<td>☑ Flattened cardboard</td>
<td>☒ Pizza boxes</td>
</tr>
<tr>
<td>☑ Mixed paper: printer paper, brown paper bags, junk</td>
<td>☒ Cardboard w/food residue</td>
</tr>
<tr>
<td>mail/envelopes, thin magazines</td>
<td></td>
</tr>
<tr>
<td>☑ Magazines</td>
<td>☒ Soiled/wet paper, wax paper, napkins/towels, food packaging, wrapping paper, tissues, paper plates</td>
</tr>
<tr>
<td>☑ Newspaper</td>
<td></td>
</tr>
</tbody>
</table>

| Batteries, light bulbs, and ink cartridges can be recycled in the hall office. | ☒ Glass |

How to Loft/Bunk Your Bed
1. Make sure you have a rubber mallet, an adjustable wrench (available from the hall office), and the four metal pins to connect your endposts. Check the drawers in your room for pins – if none, there are extra in the office.
2. Remove the mattress – the bed is a lot lighter that way.
3. Making sure that both wooden endposts 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. Hammer them into the rungs (gently!) with the rubber mallet.
4. Put the small metal pins in holes on the tops of the endposts. These will secure the loft to the bedframe.
5. Carefully lift the bedframe onto the loft, matching up the pins to the holes in the bottom of the bedposts.

To bunk your beds, just put the beds at your preferred heights (make sure the top one is much higher!), put the pins in the holes on the bottom bedposts, and lift the top bed onto them!

Helpful Tips on Decorating
- Lofting is great – it provides a lot more floor space so that you can bring a more personal touch to your space.
- 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 adhesives and other removable adhesives work really well and usually don’t take off the paint. NEVER USE DUCT TAPE OR 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. Any new damage at the end of the school year is the responsibility of the student and will be billed appropriately.