



# **University Housing Handbook 2023-2024**

## Welcome Home

We are excited that you have decided to join us this year as a member of our living and learning community. You've made a smart decision: there is a lot of evidence that suggests living on campus improves your chances of academic success by getting you involved in the campus community. There will be many opportunities for you to be involved through student organizations, study groups, student activities, sports, and recreation.

Prairie Place is the first residential building on the Governors State University campus. But that isn't the only thing that makes it unique. You'll have neighbors who look a lot like you or completely different from you. Students of all levels – from freshmen to doctoral candidates – live here. Community rooms and lounges, study spaces, laundry facilities, kitchens, and even a convenience store are all right here in your new home.

This Handbook is your guide to being a responsible member of the Prairie Place living and learning community. Please read it carefully. You are expected to be familiar with and follow each of the rules and regulations outlined here, as well as in the Contract for University Housing along with the [GSU Student Handbook](#), the [Educational and Administrative Policies](#), and [Board of Trustee Policies and Regulations](#) as well as federal, state and local laws. Students are expected to familiarize themselves with all applicable policies, failure to read and understand this Handbook is not accepted as an excuse for any violation of the rules and regulations.

## Housing Policies & Guidelines

**Only GSU students are eligible to live in the hall. Students are required to be enrolled for at least six credit hours each semester (fall and spring). Enrollment for at least three credit hours is required for summer occupancy.**

All the rules and regulations in this Handbook have a common goal: to promote a safe learning environment that fosters personal responsibility and growth. Students are required to engage in responsible conduct and to model good citizenship in the community. As such, we expect you to take into consideration the impact that your conduct may have on others who live in the community. That means being observant and mindful of your surroundings at all times. If you find yourself in a situation where university policies are being violated, remove yourself. If you don't walk away from the situation, you may be held responsible as an accomplice to the violation. Suspected violations at Prairie Place should be brought to the immediate attention of the residence staff. In addition, you must also be aware of the conduct of your guests. You will be held responsible for their actions as well as your own.

### 1.1 General Housing Information

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#### Room Assignments

##### Assignment Policy

Apartments/rooms are assigned according to the completed date of the application. The university reserves the right to assign apartments/rooms, to authorize or deny room/apartment and room/ apartment-mate changes, to consolidate single student vacancies and to require residents to move from one apartment/room to another.

##### Cancelling Housing Contract

If residents are withdrawing from housing (not moving due to a room change or the end of the year move out), they need to complete a Petition for Contract Release form by contacting the University Housing office. Residents who are dismissed or suspended from University Housing due to misconduct are not eligible for a refund.

##### Checking Out of Your Room

Any time a resident is permanently leaving a room, whether changing rooms or moving out, they need to complete a Room Condition Form with the Housing Staff. They should schedule a time with the RA to check out of the room. Residents then must turn in the key as instructed.

##### Room Changes

The room change process will begin 10 days after the start of the semester. Students must receive permission to change room assignments by contacting the Residence Hall Director (RHD) who will provide each student with the Room Change Request form. All paperwork must be submitted and approved prior to students changing assignments. Students that do not follow protocol for room changes will be referred to the Community Standards Process, in the Office of the Dean of Students, and may be subject to Improper Checkout charges.

##### Subleasing and Unauthorized Use of Room/Apartment

The student shall not: (1) sublet; (2) allow anyone to live in their apartment/room who is not assigned to it by University Housing or (3) assign this contract to any other person.

## Meal Plans

GSU offers a Meal Plan program to all enrolled students. The convenient and flexible meal plan allows you to have monies specifically available for food and beverage purchases on the GSU campus dining locations which are: GSU Café or the Prairie Place C-Store. The cost of the meal plan is placed directly on your student account. Students who have sufficient financial aid funds are able to pay for the meal plan like any other charge placed on their student account. For more information about the GSU Meal Plan, please visit the [Campus Dining website](#).

Students cannot transfer funds from their Meal Plan to another student's meal plan. Students cannot give their myONECARD to someone else to use their Meal Plan. Monies not used by the end of business on December 15, 2023, will carry over to the Spring 2024 semester. Monies not used by the last day of the Spring 2023 semester will be forfeited. Per the Meal Plan Contract, students booking a fall semester meal plan automatically books a student for a spring semester meal plan.

There are three meal plan options available:

- **\$1500 Plan/semester:** Recommended for students who live in the suite-style housing units or who are living in an apartment but don't want to cook and are planning to purchase food or beverages on campus *daily*.
- **\$1000 Plan/semester:** Recommended for students who will be eating regularly on campus but don't plan to purchase food or beverages daily.
- **\$500 Plan/semester:** Recommended for students who only plan to purchase occasional meals or beverages at the café.

### Commuter Student Meal Plans

Commuter students may sign up for any of the three available Meal Plan options listed above. The Commuter Students Meal Plan application can be found on the Take Care of Business Page of the student portal, under the housing menu.

### Resident Meal Plans

Resident students will be assigned the \$1000/semester (silver) meal plan, according to their 2023-2024 Housing Contract. Resident students may choose to increase or decrease their Meal Plan type by emailing [housing@govst.edu](mailto:housing@govst.edu) and stating which meal plan they prefer to increase or decrease to. Accepting the Housing Contract will result in the assignment of a Meal Plan for 2023-2024.

## Billing & Insurance

### Proration/Community Billing

Financial charges relating to the damage or theft of university property in the residential building are billed to the specific resident whenever such individuals can be identified.

When damage to or theft of university property in public areas of the residential building cannot be assigned to specific individuals, the charges for such damages or theft are divided equally (prorated) among residents of the specific floor where the damage is present; or to all residents when damage is in common/public areas to all (e.g., ground floor lounges or laundry).

### Non-Compliance Fee

Residents moving out of their rooms, during a semester or at the end of an academic year, including breaks, are required to schedule an appointment with their RA to checkout. Any resident who fails to make an appointment

with their RA for check out may be assessed a \$50 improper check out fee. The residence hall agreement is a legally binding contract in effect for the full academic year, similar to any other standard landlord/tenant agreement.

## Insurance

The University and Office of University Housing will not assume any responsibility for any persons or property of the student from any cause, nor will the University and Office of University Housing assume responsibility for any injury or damages, personal or property, while the student is a resident. You are strongly encouraged to consider carrying some form of personal insurance if your family's policy does not cover your property while it is located at the University.

You must make every effort to protect your property and that of the residential community by ensuring that doors are secured and placing belongings in containers during breaks. Each student must collaborate with their room/apartment mate to protect their property.

It is your responsibility to remove all belongings from your room/apartment at the time of checkout. Any items left behind and not claimed within 30 days will be considered abandoned property and the rightful property of the University. As such, the University may manage such property as it deems appropriate.

## Repair and/or Cleaning Charges

New residents make an inspection of their suite/apartment and review a check-in sheet, along with a Resident Assistant, at the time keys are received.

University Housing will inspect each suite/apartment when it is vacated and will complete repairs and cleaning if any is required. While normal wear and tear is expected, students are responsible for damages in a suite/apartment during their occupancy. Students who are billed for damages and cleaning will be given an opportunity to appeal. If the appeal is unsuccessful, the cleaning and repair charges will become part of the balance owed.

## Keys & ID Cards

### ID card, Key Cards, & Metal Keys

Your GSU ID card (myONECARD) has been programmed to open the exterior door(s) of Prairie Place and the interior hallway doors leading to student living areas. Metal keys will open the apartment/suite entry door and your assigned bedroom door in the apartment units. It is your responsibility to carry your myONECARD and room key with you at all times and to never transfer their card or keys to another person for any reason. **You must be able to identify yourself using your myONECARD to University or Housing Staff upon request.**

### Lock Out/Lost Key Policy

You must carry your keys with you at all times. Being responsible with your key and myONECARD is important to your safety and that of your fellow residents. Keys and myONECARD are the responsibility of the resident. Residents may not lend their keys or myONECARD to anyone.

### Lock Out Procedure

1. If you are locked out of your room or apartment, you will need to locate a housing staff member (Resident Assistant, Assistant Residence Hall Director, or Residence Hall Director) to open the door for you. *Each resident is allowed two (2) lock-out incidents per semester without charge.* Beginning with the third lockout incident, you will be charged \$20 per incident. This charge will be billed to your student account.
2. You will be required to produce photo identification prior to being allowed in the apartment/room. If this is not available, the staff member will ask a series of questions to ensure that you are indeed an occupant of the room/apartment for which the lock out is being requested.

3. You will be asked to sign the Lock-Out Form. Your signature on this form affirms the following agreements:
  - a. You requested a lockout on the specific date noted.
  - b. You understand that a charge of \$20 will be assessed to your Student Account if this is your third (or more) lockout.

#### **Lost Keys**

1. The lost key should be reported immediately to the Residence Hall Director.
2. You will receive a temporary key until your room/apartment door can be re-cored and a new key issued out to you. You will be responsible for the cost of the re-core and new key. The cost of the door lock recore will be issued to your Student Account and is based on your housing assignment type.
  - a. Semi-Suite = \$125
  - b. 2-bedroom apartment = \$225
  - c. 4-bedroom apartment = \$350
3. If the temporary key is not returned in the allotted time, a charge of \$50 will be assessed to your Student Account.

#### **myONECARD Policy**

If you lose your ID card, report it immediately to the Auxiliary Services & University Housing office (C1330) or to the Prairie Place front desk so that it can be deactivated. If the card is reported lost after normal business hours or on the weekend, you will not be issued a temporary access card until the Auxiliary Services & University Housing office opens. You are responsible for the cost of replacing a lost and/or damaged ID card and/or key.

**During Normal Business Hours (M-F 8:30 a.m. - 5 p.m.):** If you have lost your myONECARD or have a nonfunctioning myONECARD, you will need to obtain a new card from the Office of Auxiliary Services & University Housing. A \$25 replacement fee will apply. This fee can be paid in person or assessed to your Student Account.

**After Normal Business Hours:** In the event that you lose your myONECARD or have a nonfunctioning myONECARD AFTER business hours, please contact a housing staff member to alert them of your lost or nonfunctioning myONECARD. You must obtain a new card from the Office of Auxiliary Services & University Housing. A \$25 replacement fee will be charged for a nonfunctioning card that is caused by negligence or intentional damage (i.e., punched hole in card) as well as a lost card. The fee can be paid in person or assessed to your Student Account. Failure to return the temporary card in the allotted time will result in an additional \$25 charge on your Student Account.

You may appeal infractions/fees in writing to the Director of Auxiliary Services & University Housing within 48 hours of notification that you have been assessed a fee for checking out a temporary key/key card and/or for not returning or picking up the key/key card by the designated time.

#### **Mail and Package Delivery**

Prairie Place residents may register with the Prairie Place Office for a mailbox for the duration of their stay in Prairie Place.

#### **Lost Keys**

1. The lost key should be reported immediately to the Residence Hall Director.
2. You will receive a temporary mailbox key until your mailbox can be re-cored and a new key issued out to you. You will be responsible for the cost of the re-core and new key. The cost of the mailbox lock recore (\$30) will be issued to your Student Account.
3. If the temporary key is not returned in the allotted time, a charge of \$25 will be assessed to your Student Account.

It is your responsibility to check and empty your mailbox often. When you receive a package, the housing staff will notify you via your GSU email. You will then have seven days (day one is considered the date the notification was emailed to you) to pick up your package or registered mail. Failure to pick up your package in seven days may result in your package being returned to the sender. Any newspapers that have not been picked up within three days will be discarded. University Housing will not be liable for any unclaimed package or piece of registered mail that is not claimed within seven days.

When students check out of Prairie Place their first-class mail will be forwarded to the permanent address of the student on file with the university as allowed by postal regulations for the remainder of the semester. It is your responsibility to contact your subscription magazines and newspaper publishers to change your address when you move out of Prairie Place. Magazines and newspapers will not be forwarded. At the completion of the semester, mail will be returned to the sender.

Campus Mail Service will not be responsible for any damage, loss or delay regarding U.S. mail en route to or from the university and its addressee. Alert anyone sending you mail or packages NOT TO SEND CASH through the mail.

Any problems experienced with mail delivery should be reported to the Residence Hall Director or the Assistant Residence Hall Director. Mechanical problems with mailboxes should be reported to the Prairie Place front desk.

## **Additional Housing Guidelines**

### **Smoke-Free/Tobacco-Free Housing**

In support of 110 ILCS 64/ the Smoke-Free Campus Act, as of July 1, 2015, smoking and any tobacco use is prohibited at Governors State University indoors and outdoors on campus, in university-owned vehicles at all times, and in all vehicles on or about campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

The purpose of the Smoke-Free Campus Act is to provide a healthy environment that promotes and encourages the health, well-being, and safety of students, faculty, staff, and visitors at Governors State University by minimizing the negative effects of secondhand smoke; to improve safety; and to encourage a more sustainable environment.

University Housing may charge violators of this policy with costs associated with cleaning and repainting apartments to eliminate smoke odor. For more information, please review the [GSU Smoke Free Policy](#).

### **Assistance Animal Policy**

Pets are not permitted in Prairie Place. If you have a documented need for an Assistance Animal, you can submit a request to have your assistance animal live on campus. For more information, please review the [GSU Assistance Animal Policy](#) and Agreement.

### **Right to Entry Policy**

The university has the authority to enter the student living rooms/apartments for the purpose of determining general cleanliness, to treat for pest extermination, to make repairs, to decorate or remodel, to enforce general university rules and regulations and to promote the safety and security of the facility and building residents and guests. When a room is entered a staff member will follow the procedure outlined below:

- A Staff member will knock on the door and announce themselves.
- After 2-3 knocks if the student does not respond the staff member will key into the room/apartment.
- On exiting the room/apartment staff will secure all doors.

### **Bulletin Boards/Posting Policy**

- Bulletin Boards are only for residents'/GSU use.

- All items for posting must be approved by University Housing staff and posted by a University Housing staff member.
- All material must be dated and initialed by a University Housing staff person before being posted
- Any advertisement of commercial items posted or circulated in Prairie Place must be approved by University Housing.
- Materials are removed two weeks after posting unless the resident requests an extension. In case of an extension, all material is re-dated by the Residence Hall Director
- No materials promoting or displaying any alcohol or alcohol manufacturer, or substance abuse product may be posted at any time.
- Nothing, including banners and signs, may be attached to the exterior or Prairie Place.

### Guidelines for Outdoor Grills

- Grills must be used in the designated area located by the West sidewalk that is parallel to the building.
- Grills, charcoal, and charcoal lighter fluid may not be stored inside any University building.
- Gasoline may not be used to light charcoal fires.
- Charcoal grill coals must be cold before disposal and must be dumped into a suitable garbage disposal container.
- Charcoal grill coals, whether hot or cold, may not be dumped onto the ground.
- The owner of the grill is responsible for the grill's operation whenever it is in use or hot.

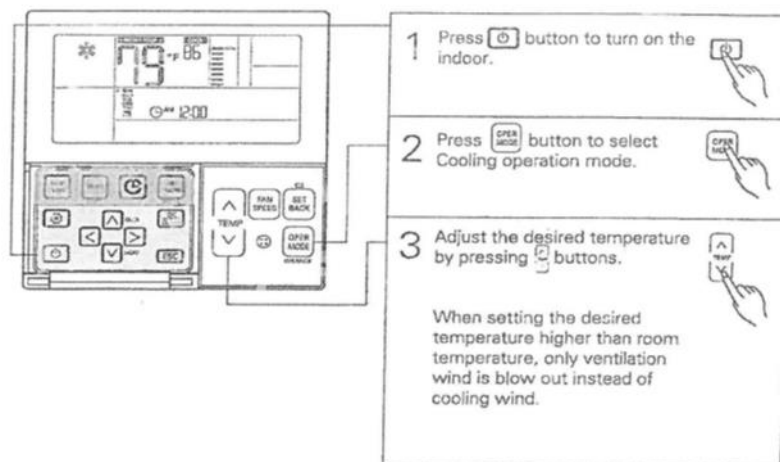
### Outside Food Deliveries

Students should provide the delivery person with a cell phone number that can be called when the delivery person arrives at the entry door of Prairie Place. The student must physically meet the delivery person in the Prairie Place vestibule. No delivery person is permitted beyond the vestibule. Once food delivery is accepted, residents must ensure that the door to the building is properly secured

### Room Temperature and Thermostats

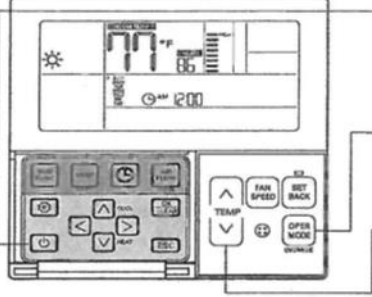
Students in all living spaces are able to control their temperature by adjusting the thermostat located within the apartment/ semi-suite. The thermostats have been programmed so the student can adjust the temperature between the ranges of 68-78 degrees. If the students have difficulty adjusting the temperature, please contact the Prairie Place staff as soon as possible. Please see below on how to adjust your thermostat for both heating and cooling modes.

#### Standard Operation - Cooling Mode











## Standard Operation - Heating Mode



The diagram shows a thermostat control panel with a digital display and various buttons. The display shows a sun icon, a temperature of 77°F, and a fan speed indicator. The buttons include a power button, a mode button, a temperature up/down button, a fan speed button, a set back button, and an operation mode button.

- 1 Press  button to turn on the indoor. 
- 2 Press  button to select Heating mode. 
- 3 Adjust the desired temperature by pressing  buttons.   
When setting the desired temperature lower than room temperature, there is only ventilation wind.

## 1.2 Room/Apartment Upkeep

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You must clean your room/apartment frequently to ensure an environment that is safe and conducive to learning. University Housing reserves the right to take corrective measures against a student for maintaining an unclean and unsafe living environment. In such cases the student may be given 24 hours to remedy the situation before action is taken.

### Decorating Your Room

It's a good idea to decorate your room. That can make it unique and feel like home. Before adding personal touches, be sure to follow these guidelines:

- Use poster putty or blue painter's tape to hang items on the walls.
- Do not use screws, nails, thumbtacks, staples or strong adhesives such as duct tape, packing tape, glue or foam-type adhesive strips to attach posters and other articles to room surfaces. Use of these items can cause damage to walls, ceilings, and furnishings.
- Due to fire safety considerations and the significant amount of damage that can be done to room doors, postings on the inside or outside of doors are prohibited, unless otherwise approved by Prairie Place staff.
- Painting, drawing, or writing on any surface in the room, including the doors, with any type of marker, including dry-erase markers, is not allowed.
- The residence hall room number located on the exterior of each room door must be visible at all times.

Only UL (Underwriters Laboratories) Approved fire-resistant and noncombustible decorations may be used. All decorations must be placed in such a way that they do not interfere with a person's vision, safe passage or evacuation. No decorations or any other combustible items (including posters, wires, cables etc.) may be placed or hung in a stairway, exit routes or ceilings of any room or lounge.

Life safety devices should not be decorated or obstructed in any way. As such, it is important that an 18-inch clearance is maintained around all safety devices, including exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire signals/strobe lights, exit doors, sprinkler heads/cover plates and/or any other life safety devices. Electrical cords or lighting may not be hung around or attached to bed and door frames or placed underneath a carpet.

University Housing and the GSU Environmental Health and Safety Coordinator shall have the final authority as to what material may be used in decorations, should questions arise. Decorations in violation of university policy must be removed immediately, at the direction of the Environmental Health and Safety Coordinator or University Housing.

### Alterations, Additions or Improvements to an Apartment

An alteration to an apartment can be made only after written approval is obtained from the Director of Auxiliary Services & University Housing. If you alter the apartment, without prior written approval, it will be considered damage. You will bear the cost of returning it to its original condition.

Any material added/attached to the apartment, interior or exterior, without written University approval will be considered an alteration and treated accordingly.

### Candles and Incense

You may not possess candles, incense, lanterns or any similar open flame devices in your rooms. If these items are found in a room, the University Housing staff reserves the right to confiscate them and pursue disciplinary actions against the student. Candle warmers are permitted only in cases where the candle is just wax or its wick has been removed.

## **Ceilings/Walls/False Barriers**

Residents are prohibited from affixing any object to ceiling areas. Residents are prohibited from tampering with or allowing any objects to come into contact with sprinkler heads.

Students' room should reflect the condition noted on the Room Condition Report that was filled out at time of check in. To prevent damages, care should be taken when affixing items on the walls. The use of nails, adhesive tape, glue, screws and tacks is prohibited. Students may use 3M products also known as "painter's tape" (e.g. 3M tapes, 3M hooks, or similar products) but must make sure that the items used, including the adhesive, are completely removed from the surface of the room (including windows) prior to checking out. Students are responsible for any damages to any Housing property.

For fire safety reasons, no items or objects such as tapestries or furniture, may create a false wall and block the clear view of the four walls of the room. Items may not block the main window of the room or be attached to the ceiling or affixed on the door, as they may also interfere with emergency personnel.

## **Christmas/Holiday Trees and Decorative Plants**

Only artificial trees (excluding metallic trees) certified as fire-resistant and that are 24 inches or shorter are permitted in the residence hall. For safety reasons, students may not use live or cut trees of any kind (branches, boughs, swags, festoons, etc.). In addition, dry vegetation, such as hay, straw, leaves, corn shocks or evergreen trees and branches are not permitted in the residence hall.

## **Doors and Windows**

Doors, windows, and window screens are not permitted to be removed at any time. Room and apartment doors must be able to be open at least 90 degrees without any obstruction.

## **Furnishings and Storage**

All furniture must remain in assigned space. There is no storage for personal items outside of assigned room space. Residents may not tamper with room furnishings, including moving furniture from assigned spaces (bedrooms, shared lounges, etc.). Large appliances and waterbeds are not allowed in University Housing.

## **Painting**

Students are **not** permitted to paint the interior of residence hall/apartment rooms or residential public areas (e.g., floor, wing, restrooms, lounges, lobbies).

## **Fire Hazards**

### **Religious Candles**

Candles/Incense used for religious purposes (i.e. Hanukkah, Solstice celebrations, Hinduism, Catholicism, etc.) must be kept in the RHD office and tagged appropriately. The RHD reserves the right to determine when and where these items may be used.

### **Smoke Detectors & Sprinkler Heads**

No items may be hung or attached to any of these devices. Additionally, covering these devices or tampering with these devices is strictly prohibited. Residents and their guests will be responsible for any damage to the sprinkler heads or ceiling tiles or water damage to any personal property which is the direct result of their actions.

### **Compact Refrigerators and Microwaves**

You may have a personal microwave (not to exceed 1000 watts), and/or compact refrigerator (not to exceed five cubic feet) in your room. Additionally, microwaves and refrigerators must be plugged directly into a wall outlet; they are not permitted to be plugged into a surge protector or extension cord.

Due to poor ventilation and combustibility, no electrical appliances (including microwave and refrigerator) should be placed in closets, under lofted beds or behind room doors.

## Electrical Appliances

Across the country, unattended electrical appliances have led to many fires in residence halls. To prevent such occurrences from happening at GSU, all appliances or heat generating devices (such as an iron) must be properly monitored at all times. Failure to do so will be considered negligent and proper disciplinary actions will be taken.

### Prohibited Appliances

- Devices with open heating elements
- Space heaters
- Toaster ovens
- Freezers
- Lava Lamps
- Window/portable air conditioners
- All indoor grills (e.g. Black and Decker®, George Foreman® etc.)
- Any deep fryers, regardless of size

### Approved Appliances

- Automatic, pop-up toaster
- Crock pot or slow food cooker
- Sandwich maker
- Waffle iron
- Blender
- Food processor
- Portable or stand mixer
- Automatic coffee maker (with fully enclosed heating element)
- Hot pot (with fully enclosed heating element and automatic shut-off)
- Air fryer
- Corn popper (with fully enclosed heating element and automatic shut-off)
- Clothes iron (with automatic shut-off)
- Curling iron
- Hair straightener/flat iron
- Fish aquarium heater
- Hair dryer
- Hair rollers
- Heating pad (with temperature settings)
- Electric blanket (with temperature settings)

Approval is needed from University Housing for any appliances not included on the above list.

Misuse of electrical appliances by not following these guidelines is considered a fire hazard in addition to a policy violation.

## Lighting

- Halogen light bulbs (used in desk lamps or free-standing lamps) are prohibited in the residence hall due to their combustibility and excessive heat.
- Torchière-style lamps, including multi-armed or flexible floor lamps, are also prohibited for safety reasons.
- The use of fluorescent light bulbs in desk lamps or free-standing lamps is permitted.
- Light fixtures or bulbs may not be covered or painted. Only UL-approved lighting sets may be used.
- Only miniature-type lighting (no more than one set of 50 miniature lights) or rope decorative lighting (no more than two, 12-foot lengths) is permitted. Under no circumstances, may these lights be left unattended when turned on.

## Extension Cords

- Extension cords must be equipped with a ground (three-pronged plug) and an inline surge protector to be used within University Housing. It is highly recommended that the proper length of surge protectors be used to ensure that extension cords are used sparingly.
- Multi-plug adapters must have power strips with a safety overload circuit breaker. Only one power strip should be plugged into an outlet at any one time. It is important to not overload the power strip or outlet.

- For safety reasons, power strips, extension cords, rope lighting and decorative light sets must be set at least 18 inches away from all combustible and flammable materials. They should not run through any door openings, be attached or wrapped to furniture or the ceiling or be covered in any way.
- Removal of any university-installed light bulbs, fluorescent tubes, etc., is not permitted. A work order may be placed in the event that a university-provided light does not work.

## Trash & Recycling

All trash and refuse from apartments must be placed in dumpsters and not left in the premises or in any of the common areas, hallways or similar places in GSU Student Housing.

You **MUST NOT** deposit room or apartment trash in litter receptacles located throughout the campus since these are intended for litter, not apartment trash or garbage. You should deposit items to be recycled in the appropriately designated recycle receptacles when available. A \$25.00 service charge will be placed on your GSU account for any refuse that is left outside such your unit, placed in litter receptacles or left elsewhere on the property.

## Kitchen Cleaning & Appliances

### Stoves

General Cleaning Instructions – Range in your apartment:

**IMPORTANT:** Before cleaning, make sure all controls are OFF and the oven and cooktop are cool. Always follow label instructions on cleaning products. For additional information, you can visit the Frequently Asked Questions (FAQs) section of the [Whirlpool website](#)

- Soap, water and a soft cloth or sponge are suggested first unless otherwise noted.
- To avoid damage to the cooktop controls, control panel & oven door exterior, do not use abrasive cleaners, steel-wool pad, gritty washcloths, abrasive paper towels, or oven cleaner.
- **Cooktop Knobs:** clean by pulling them off and cleaning with soap and water then replace in the “OFF” position once you are done (**DO NOT** soak the knobs, **DO NOT** remove seal under knobs)
- **Control panel and oven door exterior:** clean by applying glass cleaner to a soft cloth or sponge (not directly on the panel)
- **Exterior porcelain enamel surfaces:** Clean by using glass cleaner, mild liquid cleaner, or nonabrasive scrubbing pad. Gently clean around the model and serial number place because scrubbing may remove numbers.
- **Burner bowls/drip pans:** To remove, push the edge of the coil element towards the receptacle. Lift it enough to clear the burner bowl. Pull the coil element straight away from the receptacle to remove. Lift out the burner bowl. Clean by washing in warm, soapy water (**DO NOT** wash chromes bowls in dishwasher). A mild abrasive cleaner and a plastic scrubber can be used to remove stubborn stains.

### Using the Self-Cleaning Oven Cycle

Before you begin the Self-Cleaning Cycle:

**IMPORTANT:** Do not block the oven vent(s) during the Self-Cleaning cycle. Air must be able to move freely. Do not clean, rub, damage or move the oven door gasket.

- Remove the broiler pan, grid, cookware and bakeware, all cooking utensils, **oven racks** (*can be cleaned with a steel-wool pad*) and aluminum foil.
- Use a damp cloth to clean inside door edge and the 1 ½ “(3.8cm) area around the inside oven cavity frame, being certain not to move or bend the gasket.
- Remove plastic items from cooktop because they may melt.
- Remove all items from inside the oven and **storage drawer** (*storage drawer can be cleaned with a sponge and mild detergent*).
- Make sure the door is completely closed or the door will not lock and the self-cleaning cycle will not begin.

To Self-Clean [*Duration: 3 hours and 30 minutes (Last 30 minute for cool down)*]:

- To reduce accidental activation of smoke detector in apartment, open living room window to provide sufficient air circulation.
- Turn the center oven knob from OFF to SELF CLEAN. The Self-Cleaning cycle will start only if the previous setting was "Off." The oven door will automatically lock. The Oven On and Door Lock indicator lights will glow (the oven light will not function during the Self-Cleaning cycle).
- When the Self-Cleaning cycle is complete and the oven has cooled, the Oven On and Door Lock Indicator lights will turn off.
- When the oven is completely cooled, remove ash with a damp cloth. To avoid breaking the glass, do not apply a cool damp cloth to the inner door glass before it has completely cooled.
- **Note:** To stop the self-cleaning at any time, turn the center oven control knob to the OFF position. If the temperature is too high, the oven door will remain locked and the Door Lock Indicator light will glow.

### Stainless Steel Sinks

To ensure adequate care is taken of the stainless steel facilities, the following steps should be followed when using and cleaning the stainless steel sinks:

- Rinse after each use with clean water, wipe with a damp cloth and dry.
- Do not allow liquid soap to dry on the stainless steel surface.
- Scour occasionally with a soft cloth and a mild household LIQUID cleanser. **DO NOT USE A POWDER CLEANSER.** Always rub with the grain lines.
- Rinse away cleanser thoroughly with clean water and wipe dry.

## 1.3 Parking & Transportation

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The following tips and guidelines are intended to inform students of the different types of transportation that are available to them on campus. For additional tips and guidelines for traveling on public transportation please visit the respective websites listed below.

### Public Transit

#### GSUXpress Shuttle

GSU provides a shuttle service to all of the University's students, faculty, and staff. For information on shuttle times/locations and shuttle rider rules and expectations please visit the [GSU Shuttle website](#).

#### Metra

The University Park Metra is located near the GSU Campus. This stop runs on the Metra Electric District (ME) line. For a listing of their travel times/locations or to use the Metra schedule finder, please visit the [Metra Maps & Schedules website](#).

#### Pace Bus

Note: The only bus that makes stops at GSU is **367**. It only makes stops at GSU on the **Weekdays**. For a listing of their travel times/locations or to use the Pace "Route Finder" or "Trip Planner," please visit the [Pace Bus website](#).

### Parking

#### Student Parking

##### ***Prairie Place Reserved Lot***

Parking in the RESERVED lot adjacent to Prairie Place is available on a limited basis for a per semester charge. This charge is in addition to the Parking and Walkway Fee paid by all enrolled students. Students who are assigned a space in the reserved lot must obtain a parking decal from University Housing. The parking decal must be clearly affixed on the rear windshield window on the driver's side.

- Students who change cars and need a temporary short term decal should contact University Housing.
- Students who change cars and need a long term decal must purchase a new decal and return the old one to University Housing.

##### ***West Lot 2***

Residential students who do not get or want a space in the Reserved Prairie Place lot but who will be bringing a vehicle to campus must obtain a RESIDENTIAL decal from University Housing. There is no additional cost to secure a RESIDENTIAL decal. Residents must park their vehicle in the designated spots in West Lot 2. Please visit the *Take Care of Business Page* located in the Housing Portal to register a vehicle for a residential parking permit and/or register to for a parking space in the RESERVED lot adjacent to Prairie Place.

#### Guest Parking

Residents of Prairie Place who have overnight Guests visiting them must obtain a Guest Pass from University Housing when they register their guest(s) at Prairie Place. The vehicle of an overnight guest must also park be parked in West Lot 2 in the designated area. The Guest Parking Pass should be clearly displayed on the front dashboard of the vehicle.

#### Parking Tickets

Students or guests who receive a parking ticket while parked in the Prairie Place Reserved Lot or West Lot 2 are responsible for paying the parking ticket. Questions about parking fee payment should be directed to the Department of Public Safety.

## 1.4 Maintenance Services

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### Identifying Maintenance Concerns

It is the responsibility of the entire Prairie Place community to identify maintenance needs. The primary purpose of maintaining an attractive and well cared for environment is for the benefit of you and your neighbors living in Prairie Place. Potentially dangerous situations such as broken locks or lights should be reported to the university housing staff as soon as possible. It should be the goal of everyone to share the responsibility of taking care of the living environment.

### Maintenance Repair Service

**Emergency maintenance** requests include but are not limited to: broken pipes, flooding, no heat, no running water, clogged sinks, overflowing toilets and bathtubs, fires, noxious odors, gas or electrical service interruption and all items that threaten the life, health and safety of the apartment residents.

For emergency repair requests for both public and living areas that involve electrical, running water or health or safety hazards, please report it to the front desk or Resident Assistants immediately and they will contact the appropriate staff member to resolve the issue.

**Routine requests** can be submitted via a work order. Routine requests include light bulbs, clogged drains, etc. If you are unsure about whether your request is an emergency, contact a staff member for assistance. Any request that is a result of damage will be charged appropriately to the responsible resident(s). This includes any damages created by a resident's guest.

#### How to Submit a Work Order

- Step 1: Log into your GSU Portal at [mygsu.govst.edu](http://mygsu.govst.edu)
- Step 2: On the left hand side task bar, click on Housing, then "Work Order Request"
- Step 3: Under Routine Repairs/Maintenance Requests, click "HERE"
- Step 4: Click on the URL on the bottom of the next screen.
- Step 5: Log in with your GSU credentials.
- Step 6: Click "submit a request"
- Step 7: Under, select your building, select Prairie Place.
- Step 8: Select your area, and describe the issue and click submit.

### Addressing Common Maintenance Concerns

#### Light Fixtures

All light fixtures and bulbs are the responsibility of the university to maintain. If you need a new light bulb, please submit a maintenance request or contact a University Housing staff member.

#### Insect Extermination

If you experience any issues with roaches, ants, spiders or other insects in your room or apartment, please submit a work order describing the problem and where the insects have been seen. The University has a contract with a pest control company.

#### Drains

If a shower or sink drain becomes sluggish or clogged. **DO NOT USE ANY CHEMICAL DRAIN SOLVENTS.** Submit a work request. If emergency service is needed, see the Maintenance Repair section of this booklet.



## 1.5 Safety & Security

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University Housing has developed a number of programs and policies for your protection. Maintaining a safe living environment is the responsibility of all community members. In addition, the university employs a full-time 24/7 University Police Department. Safety tips and guidelines can be found through the GSU Department of Public Safety.

- All suspicious activities should be reported to the Department of Public Safety.
- Personal items such as bags and electronics should not be left unattended in public areas (i.e. lounges, classroom, etc.).
- Valuables and large amount of cash should not be kept in the student's room.

### Safety Resources

#### Controlled Access

The student living areas in the residence hall are secured 24 hours a day, seven days a week and can only be accessed through card control. Students may access the building by using their myONECARD. All guests (including family members) must be registered at the front desk and escorted at all times while in the building. The myONECARD may not be duplicated, transferred or given to any other individual.

- Prior to opening their apartment/suite door, students should properly identify the person knocking. The door viewing hole should be used prior to opening the door.
- Residents should be vigilant and report any unescorted individuals, including solicitors, to hall staff or the Department of Public Safety.
- When walking into the building, students should be careful not to allow others to walk behind them without using their own ID cards to gain access.

#### Safety Escort Service

If requested, GSU Police Department provides a vehicle (visual) or walking escort to and from any vehicle or class. To request an escort, contact the Department of Public Safety at 708.534.4900, or use any red emergency phone located inside the university or blue-light phone located in each parking lot.

#### Security Cameras

The Department of University Housing may utilize security cameras and other surveillance equipment to monitor public areas in the halls. This technology shall be used to protect students and property. Possible uses of security equipment could include (but is not limited to) hallways, area desks, entrances, exits and prohibited/restricted areas.

### General Safety Tips

#### *In a Vehicle*

- Keep your keys at hand when approaching a vehicle. Avoid searching for keys while standing near a vehicle.
- Before unlocking doors, check to make sure front, back and floor of the vehicle is unoccupied.
- Do not leave packages or purchases in plain view.
- As much as possible, park in well-lighted areas.
- Only offer or accept rides from people you know and trust.
- In the event that you are being followed, drive to the nearest police or fire station. Do not go home. Use your cell phone to call for help.

### *On the Street or Campus*

- Be aware of your surroundings at all time. The usage of electronics such as a cell phone or mp3 player may interfere with your awareness.
- Walk in well lighted areas and avoid alley ways and deserted places. As much as possible, walk with a friend or use the campus escort service (708.534.4900).
- Follow your instincts and remove yourself from situations you feel are unsafe

### *Online Communities & Social Media*

Students should be careful about the information they post on social media (as Facebook, Twitter, Instagram, SnapChat) as such information may jeopardize their safety and that of those around them. While university housing staff will not monitor students' online media presence, the department may take necessary disciplinary actions if posted pictures appear to violate residence hall and/or university policy.

## **Elevator Safety**

In the event an elevator should malfunction, residents should use the emergency call button and wait for assistance. The emergency call button is to be pressed **ONLY** when assistance is needed.

Residents trapped in a malfunctioning elevator should never attempt to exit without assistance from building maintenance staff or outside emergency assistance. Under no circumstances should an individual attempt to exit by prying open the doors or crawling out of the elevator.

Vandalism and horseplay (tampering with doors and control panels, jumping, rocking, etc.) will not be tolerated and may result in disciplinary action. Never overload an elevator. The maximum number of persons and weight capacity must be strictly followed.

## **Health & Wellness**

To help you stay on top of your game, be sure to take advantage of GSU's fitness facilities and Health and Student Counseling Center. Please note that residents will not be allowed to move in to Prairie Place unless they are compliant with the Required Immunizations per the College Student Immunization Act [110 ILCS 20]. You can review the [GSU Immunizations website](#) for more information regarding Immunizations records submission.

On campus Advocate Health Care Clinical Hours:

- Mondays - Thursdays, 12 p.m. - 6 p.m.
- Fridays 9 a. m. - 1 p.m.

Please note: A medical provider will see students without an appointment if space is available in the schedule.

As part of your Student Health Fees, the following services are available to enrolled students:

- Minor Illnesses: Coughs, Colds, Nausea, Ear Aches, Sinus Infections, Fevers, Urinary Tract Infections
- Minor Injuries: Abrasions, Sprains, Splinters, Steri-Strip Removal, Minor Burns
- Required immunizations for full compliance with the College Student Immunization Act [110 ILCS 20] including Flu, Pneumonia, Tdap, Meningitis, HPV, MMR, Hepatitis B and Varicella
- Diagnostic Testing: Strep, Glucose, Blood Levels
- Skin Conditions: Rashes, Bites
- Wellness: Screenings, Medical Consults, Lab Results
- Condition Consultation & Education: Diabetes, High Cholesterol, Weight Issues, High Blood Pressure, etc.
- Basic Physicals and Sports Physicals

Please bring your insurance card with you to the appointment. This information will assist the Advocate staff with your care if you need a referral or if you need services beyond what is included in the student health fee. Students who are not insured or who do not have their insurance card with them on the day of service may still use the Health Center.

We know that sometimes illness or injury is unavoidable. In the case when the Advocate Health Center is closed, the GSU community can access the below resources in the immediate area. Please be mindful that these are not free services and you should consult with your health care provider. If you need a higher level of care, the healthcare professionals will refer you to a physician.

**For emergency care, always dial 911 first.** For non-emergencies, please see the list below of in-area clinics and hospitals.

- Riverside Immediate Care Monee at 25711 S Egyptian Tri, Monee, IL 60449 (approx. 11 minutes away from Prairie Place)
- Fpn Park Forest Clinic at 344 Victory Dr. Park Forest, IL 60466 (approx. 16 minutes away from Prairie Place)
- St James Hospital & Health Center at 1423 Chicago Rd, Chicago Heights, IL 60411 (approx. 20 minutes away from Prairie Place)

### Missing Persons Policy

Under federal law, the resident has the right to confidentially register with University Housing the name and contact information of an individual that resident would like to be contacted (within twenty-four (24) hours) if it is determined that Resident is missing from the campus and/or Resident's whereabouts are unknown for a period of twenty-four (24) hours or more.

### Needles and Syringes

Hypodermic needles and syringes must **ONLY** be disposed of in an appropriate waste container, which are located in each of the public restrooms on the 1<sup>st</sup> floor of Prairie Place. When full, the RHD will contact the GSU Environmental Health and Safety Coordinator to ensure the container is disposed of safely.

## 1.6 Emergency Procedures

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### Emergencies

GSU is equipped with emergency telephones that automatically ring to the Police Department 24 hours a day. The emergency telephones are either yellow or red.

- Push and release the red button to activate a two-way emergency response call to a Public Safety Dispatcher. Press the black button to release (terminate) call.
- Dialing 4900 on any ivory-colored phone inside the university automatically connects you to the department without dialing, or go to room C1375 twenty-four (24) hours a day.
- Emergency 9-1-1- is accessible from any phone on campus;
- Just like any other city's 911 system, a computer displays the caller's location if they cannot communicate with the operator. Dialing 911 from a cell phone while on campus will also connect the caller to the University Park Police Department.
- There are "blue light phones" around campus in parking lots and alongside walkways. In addition to 911, there is a list of useful numbers posted at each of these phones. They can also dial any number on campus.

### Emergency Notifications

In the event of a campus emergency, students are automatically subscribed to receive messages through the Rave emergency notification system. The system will use students' current directory information. Students may check

their contact information under Academic Profile and My Profile in the portal. If the information is incorrect the student must contact the Registrar's office at 708.534.4500 or [regoffice@govst.edu](mailto:regoffice@govst.edu).

## Tornado and Severe Weather Procedures

The Department of Auxiliary Services and University Housing along with the entire University community has developed notification and emergency procedures in the event of severe weather or tornadoes. Severe weather may lead to tornadoes. GSU's Department of Public Safety will alert the campus if a tornado has been spotted in the area or a Tornado Warning has been issued. Notification will be provided through local television stations, local news radio stations, and NOAA weather radio. Local governments may activate outdoor sirens, but students who are in doors may not be able to hear them.

### ***Tornado/Severe Weather Watch***

When a **watch** has been issued, conditions are right for a tornado to develop. Be prepared to take shelter and keep informed of the latest storm conditions.

### ***Tornado Warning***

**Tornado warning means a tornado has been sighted and confirmed in the area.** Take cover immediately on the first floor of the building within the residential hallways, away from the lobby entrance. Close all apartment doors and keep exit doors shut. If corridors are at capacity, residents in first floor apartments or semi-suites can alternately shelter in restrooms, provided door is closed tight. **If possible, residents should take shoes and blankets with them to shelter areas. The GSU Department of Public Safety will issue an "all clear" message when the danger has passed and it is safe to exit the shelter areas.**

### ***Taking Cover***

Students must always use the stairways rather than elevators; in the event of power failure, elevators could stop between floors. If there is strong enough wind, which could break glass in stairwells, students must return to the closest corridor (inside walls, away from glass) and protect themselves from flying debris.

### ***Tornado Shelter Locations***

Prairie Place 1st floor long hallways and interior bathrooms.

## Fire Evacuation Procedure

NOTICE: A person, who intentionally causes a false alarm or false warning of a crime, fire or catastrophe, when such report is known to be false, is guilty of Disorderly Conduct. This also includes utilizing the Emergency Fire Exit Doors, or causing them to alarm, when such report is known to be false. Pulling a fire alarm is considered a type 4 felony under Illinois law. Transmitting or causing to be transmitted a false alarm of a threat or impending destruction, such as a bomb threat, is a Class 3 felony, for which a fine of not less than \$3,000 and no more than \$10,000 shall be assessed in addition to any other penalty imposed.

In compliance with state law and university housing policy, students must leave the building whenever a fire alarm is sounded. Failure to do so will result in disciplinary charges. The following evacuation directions should be followed:

Walk to the nearest exit. **DO NOT** run or panic. Do not take the elevators, take the stairs.

1. If you are inside a building or your room, feel the door with the back of your hand before opening it. **If the door is hot, do not open it.**
  - a. Call 9-1-1 immediately. Give all pertinent information and your exact location, including floor and room number. Explain to 9-1-1 dispatcher the extent of the fire, if known.
  - b. Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
  - c. Move as far away from the door and heat source as possible.
  - d. Wait for the rescue personnel to arrive.

2. If the smoke detector activates in your apartment:
  - a. Check the apartment for smoke or actual fire. Call Department of Public Safety (DPS) at (708) 235-4900 or notify a Resident Assistant and the front desk whether there is a fire or not.
  - b. From the nearest available phone, dial 9-1-1. State your name, floor, apartment/suite number, and that the smoke detector is sounding in your apartment/suite.
  - c. If there is an actual fire, or if smoke is present, evacuate all apartment occupants to the outside areas, and out of the Fire Department's way (across the street or drive).
  - d. In case of an actual fire, warn the neighboring apartments that are along your path of evacuation.
  - e. Do NOT attempt to extinguish the fire.
  - f. All occupants should remain outside the building until the Fire Department determines it is safe to re-enter the apartment building.
  
3. If you hear a smoke detector alarm coming from another apartment/suite:
  - a. Check the apartment for smoke or actual fire. Call Department of Public Safety (DPS) at (708) 235-4900 or notify a Resident Assistant and the front desk whether there is a fire or not.
  - b. If the smoke detector is sounding in an occupied apartment/suite, check the apartment/suite by banging on the door or walls, by yelling, etc. to determine if the occupants have evacuated the apartment and/or are safe. Then find the closest phone and dial 911. State your name, floor and apartment number, and the location where the fire alarm is sounding.
  - c. Evacuate the building, warning the neighboring apartments that are along your path of evacuation. Move a safe distance away (across the street or drive), so you will not be in the way of the Fire Department.
  - d. All occupants should remain outside the building until the Fire Department determines it is safe to reenter the building.
  
4. If inside a building or your room, and you feel **the door is not hot**:
  - a. Call 9-1-1 immediately. Give all pertinent information and your exact location, including floor and room number. Explain to 9-1-1 dispatcher the extent of the fire, if known.
  - b. Slowly open the door while standing behind it. Close doors behind you to contain the fire area.
  - c. If no danger is present, proceed to the nearest exit. If the fire alarm has not been activated, do so as you proceed toward the exit.
  - d. If the area is filled with smoke, stay low or crawl to the nearest exit.
  - e. Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
  - f. Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority that the building is clear to re-enter.

## Dry Powder Fire Extinguisher

To operate the dry powder fire extinguisher:

1. Remove the fire extinguisher from the holding bracket.
2. Pull the safety release pin near the top of the fire extinguisher. (This pin may be held in place with a breakable plastic strap.)
3. Aim the nozzle of the fire extinguisher at the base of the flames.
4. Squeeze the handles together to discharge the dry powder.
5. Sweep slowly back and forth across the fire with the dry powder stream.

To check the dry powder fire extinguisher:

1. Examine the circular pressure gauge located near the top of the fire extinguisher.

2. If the indicator needle on this pressure gauge is in the center position or slightly to the overcharged position, the fire extinguisher should operate correctly.
3. If the indicator needle on this pressure gauge is into the recharge position, the fire extinguisher may not function correctly.

Notify a University Housing staff member or contact University Housing, 708.235.7110, if the fire extinguisher pressure gauge indicator needle is into the recharge position or if the needle is well into the overcharge position.

### **Power Outage**

In the event of a power outage, university staff will make frequent rounds until the power returns. Students should stay in their rooms/apartment and remain calm. A power outage does not alter the policies on candle burning or the use of open flame devices in the residence hall.

### **Temporary Campus Closing**

In the rare event that there is a forced closure of the university, students will be expected to follow all evacuation timelines. Students may need to pack their belongings, prepare their room as instructed and make arrangements for their travel away from campus. University Housing may provide short-term, temporary shelter for students who are unable to travel due to extreme hardships. Students are expected to follow all check out procedures.

## 1.7 Residential Code of Conduct

### Overview & Applicability

University Housing is committed to supporting the mission of Governors State University by providing an environment that promotes student learning and safety for all residential students. To accomplish this goal, University Housing has developed the following policies and procedures to protect the rights of members of the residential community, both individually and collectively. The Residential Code of Conduct is a supplement to the Student Code of Conduct in order to address situations and incidents that occur within University Housing. The Residential Code of Conduct applies to all residential students and their guests, including individuals found in their room/apartment whether or not they granted access to or signed the guest(s) in themselves.

The following policies are not intended to define misconduct in exhaustive or exclusive terms and students are expected to adhere to other rules/regulations listed elsewhere in the University Housing Handbook. The use of alcohol or drugs will not be considered a mitigating circumstance for any violations.

Students should familiarize themselves with these policies as well as the Student Code of Conduct (University Policy 4), and all established policies and procedures at GSU. More information concerning the Student Code of Student Conduct can be found in the [Student Handbook](#). In addition, information on campus Clery Crime Statistics can be found by clicking [here](#).

### Reporting

Violations of the Residential Code of Conduct will typically be documented by a member of the University Housing staff such as a Resident Assistant (RA), Assistant Residence Hall Director (ARHD), and Residence Hall Director (RHD). However, any member of the GSU community may report potential violations of the Student and/or Residential Code of Conduct. To report a concern, complete the Incident Report Form published on the GSU Portal. All reports will be reviewed by University Housing and/or the Office of the Dean of Students to determine if a possible violation of the Student and/or Residential Code of Conduct.

### Conduct Procedures

Specific procedures including notification, hearings, sanctions, appeals are published in the Student Handbook online at [www.govst.edu/handbook/](http://www.govst.edu/handbook/).

### Interim Suspension / Removal from University Housing

The Director of Auxiliary Services & University Housing or their designee in consultation with the Dean of Students may remove or temporarily suspend a student from university housing pending a hearing, if sufficient facts indicate that the student presents a threat to themselves, or to others, or to the normal operations of the GSU community. Interim measures do not replace the hearing process, which will be scheduled at the earliest possible convenience.

### University Housing Policies

Students are responsible for knowing and complying with the following policies and the Student Code of Conduct which is available [online](#).

#### Alcohol

##### *Alcohol – Underage Presence*

No underage person may be in the presence of alcohol in University Housing, regardless if the person who possesses or is consuming the alcohol is 21 or older.

##### *Alcohol Containers*

Residents who are under 21 are not permitted to possess/use empty alcohol containers for decoration or storage.

### ***Alcohol – Possession and Storage***

Residents who are 21 and older may possess alcohol in their contractually assigned bedroom in a “non-visible enclosure” (e.g., mini-fridge, trunk, wardrobe) if the student shares a room/living area with a resident under 21 OR in the common area(s) within their contractually assigned apartment where all individuals sharing the space are over 21. Residents who are 21 and older are limited to a maximum of one case of beer OR one liter of wine OR one liter of liquor per housing room type at any one time. A case of beer is defined as twenty-four (24) 12oz. cans or bottles. Residents who are of legal drinking age must conceal alcohol in a bag when entering University Housing and are not permitted to have open containers in common areas (lounges, hallways, lobby, etc.) or parking lot.

### ***Alcohol - Drinking Games and Common Sources***

Common sources of alcohol such as kegs, barrels, half-barrels, pony-kegs, and large containers / bowls of mixed alcoholic beverages are prohibited.

Engaging in drinking games and the use and/or possession of any device designed to encourage excessive drinking such as bong, funnels, or hoses are prohibited.

### **General Procedures Regarding Alcohol**

- Any person in possession of alcohol can be expected to be asked for identification to verify age.
- Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in University Housing sponsored programs.
- Alcoholic beverages may not be consumed by residents and their guests at University Housing sponsored events.
- If your guests are under the influence of alcohol or other drugs, they are not welcome in the University Housing and will be asked to leave.
- Alcohol possessed by individuals under the age of 21 or amounts in excess of allowable limits for individual 21 and older will be either confiscated by an appropriate University official or the student may be asked to facilitate in discarding the alcohol.

### **Prohibited and Restricted Items**

- Explosives, flammable substances, or any objects that create an open flame are prohibited. Examples include: candles, incense, hookahs, firecrackers, gasoline, lighter fluid, and flame starters.
- Items with an open heating element, space heaters, toaster ovens, indoor grills (e.g., Black and Decker®, George Foreman®), deep fryers.
- Any item that produces heat or flame are prohibited outside of designated kitchen spaces, including halogen lamps.
- Large appliances such as freezers, window/portable air conditioners.
- Waterbeds.
- Lava lamps.
- Self-balancing personal devices (hover boards).

### **Guests and Visitation**

Residents must sign in their guests following guest and visitation security procedures, escort their guests within residential facilities at all times, and assume responsibility for guests’ adherence to the Residential Code of Conduct.

**Guest Privileges:** As a resident, you may bring guests into Prairie Place. A guest is defined as any person who is not a current resident of Prairie Place. A host is a resident who has a guest. Guests are subject to the same rules, regulations, as their host and the host has the responsibility for informing the guests of all rules, regulations and expectations in advance.



- Hosts assume responsibility for, and will be held accountable for the actions of their guests. Residents will be held accountable for the actions of guests found in their room/apartment regardless if they were not the host who registered them.
- All guests (including family members) visiting a resident with a valid housing contract in the hall must be registered at the Prairie Place Main Desk, regardless of the length of visit.
- Guests who disrupt the hall environment or otherwise violate university policy will be asked to leave and may be denied the privilege of returning. Guests who repeatedly violate university policy may be banned from future visits to Prairie Place or the GSU campus.
- Non-residents needing access to the hall should contact the university housing staff.

### **Escort Policy**

To ensure safety, guests must be escorted by a resident at all times while in the building. It is important to understand that "visitation" is a privilege and that it does not take precedence over your roommate's right to study, sleep and maintain privacy.

**Removal of Guests:** University Housing retains the right to refuse a guest registration or ask a guest to leave. Failure to adhere to the Guest and Visitation Policy may result in the guest being banned from Prairie Place and the revocation of the host's guest privileges.

**Number of Guests:** Hosts may not have more than two guests registered to them at any one time and the number of guests may not exceed the capacity of the apartment/room. Below is the maximum number of guests allowed per room type at the same time:

- 4 Bed Single Apartment: No more than 4 registered guests
- 2 Bedroom Single Apartment: No more than 2 registered guests
- 2 Bedroom Double Apartment: No more than 4 registered guests
- Semi-suite: No more than 2 registered guests

The maximum occupancy for the apartments at any time is 20 (including the residents of the room) and the maximum occupancy per bedroom in the suite at any time is 10 (including the residents of the room).

### **Guest Registration**

1. Guests must produce a **valid photo identification card** that includes their Date of Birth as part of their registration. Accepted forms of guest IDs include driver's license, military ID card, state ID card, GSU myONECARD, or passport. Guests will not be registered without the required ID.
2. Upon registration, guests will be issued a **guest pass**, which they must carry with them at all times. In addition, the guest must show acceptable photo identification to University official upon request. Accepted forms of guest IDs include driver's license, military ID card, state ID card, GSU myONECARD, or passport. Guests who do not have or do not show the necessary photo identification will be required to leave the hall immediately and will not be given the opportunity to return as hosted guests for at least 48 hours.
3. During the course of their visit, guests may **not be in possession of a resident's key or ID card** for any reason.
4. All guests must **sign out and turn in their guest pass** with the Prairie Place Main Desk at the conclusion of their visit. They must be escorted by their host.

### **Overnight Guest Policy**

In addition to the above policies, the following will apply to overnight guests

- The overnight guest policy applies to all guests who will be in the hall past midnight, regardless of whether or not the guest sleeps over.
- Hosts who wish to have overnight guest will notify their room/apartment mate(s) of their intentions in an effort to maintain positive roommate relations. Hosts must also be mindful of the maximum number of

guests allowed per host and per apartment/room capacity. See the applicable section under the general guest policy above.

All guests in Prairie Place may stay a maximum of 48 hours within a seven-day period. Exceptions may be granted upon appeal to the Director of University Housing, if special circumstances exist.

- Guests must register themselves at the front desk upon their arrival to the building.
- Guests must carry their guest pass with them at all time and be escorted around the building by their resident host.
- All overnight guests must check out at the front desk prior to leaving and return their guest pass. They must be escorted by their host.

#### **Underage Guests:**

Guest under the age of 18 who wish to visit must obtain written permission from the Residence Hall Director/designee prior to them being able to be registered at the Prairie Place Main Desk. To obtain permission for an underage guest, the host must [complete](#) the Underage Guest Request Form, which can be obtained upon speaking with the Residence Hall Director/designee, along with a written authorization from the parent or guardian of the underage guest. The letter must include the full name of the guest and indicate the time duration that the underage guest will be visiting the building.

#### **Noise**

Disrupting Quiet Hours or Courtesy Hours with unreasonable noise is prohibited in all residential facilities, courtyard and surrounding areas. Unreasonable noise is any noise that disrupts or potentially disrupts the lives of residents or neighboring community members.

##### ***Quiet Hours***

Students must keep noise level at a minimum in the residence hall during the following established quiet hour times:

- Sunday - Thursday: 11 pm - 10 am
- Friday and Saturday nights: 12 am - 10 am

##### ***Courtesy Hours***

Courtesy hours are in effect 24 hours a day. Courtesy house can be broken by any unreasonable noise that disrupts or potentially disrupts the sleep or studying of other students at any time. Students are expected to be respectful and show concern to others' needs for a quiet living area at all times.

Being a responsible member of our living and learning community means being concerned about the effects of your behavior on other community members. Noise you or your guests create may be disruptive to your neighbors and may interfere with the living and learning environment of Prairie Place. University Housing staff will appropriately address noise complaints.

##### ***Resident Responsibilities***

While Prairie Place has established policies for noise and courtesy hours, it is your responsibility to communicate directly with your neighbor(s) if you find their level of noise to be disruptive. As a concerned community member, the resident causing the noise disturbance has a responsibility to adjust his or her noise level to accommodate your needs. If the problem is not resolved, the issue may be reported to a University Housing staff member.

##### ***Determining Reasonable/Unreasonable Noise Levels***

While a reasonable level of noise is hard to measure, typically, noise that can be heard two doors away (whether the door is closed or open) can be considered unreasonably loud. University Housing staff may ask students to lower their noise level whether or not a complaint is received by a resident.

## Animals

No pets or animals are permitted within University Housing at any time, including a guest's pet or stray animals found on campus. Residents may have a fish tank, but no larger than 30 gallons for animals that can live in a fish tank with water. Such animals must stay in the tank at all times.

This does not apply to service animals or approved assistance animals. For information about the GSU Assistance Animal Policy please click [here](#).

## Selling and Soliciting

Unauthorized selling and soliciting in University Housing is prohibited. Residents may not carry on any organized business for money-making purposes from their residential room assignment. Residents cannot operate a business from their apartments; therefore, no advertisement of any such business can be posted on the boards.

## Throwing Objects & Hall Sports

No objects of any type may be thrown, dropped, pushed out of, placed outside of or allowed to fall from any building window. The use of sporting equipment (e.g., skateboards, scooters, bicycles, rollerblades) or is prohibited in residential facilities, except in designated outdoor areas. Sports games and activities, including, but not limited to, basketball, soccer, Frisbee, and wrestling, are not permitted within residential facilities. This also includes water fights, food fights, or pranks that have the potential to disturb the community and/or endanger the health and safety of oneself or others.

## Tampering

- A. Tampering with or removing windows, window security screens or window stops is prohibited. Hanging signs, posters, decorations, and the like that hinder the ability to exit or see through a window should an emergency evacuation be necessary is also prohibited.
- B. Tampering with doors, door locks, hinges, or closures is prohibited. Door propping or actions that cause a door to not properly close or lock is strictly prohibited. This includes outside entrance doors, wing/stairwell doors, public restroom doors, and any other doors intended to be secured for controlled access.
- C. Tampering with telephone, TV cable, plumbing, or electrical systems is prohibited.
- D. Tampering, interfering with or manipulating the elevators and related machinery is prohibited. Examples include removing button plates, pulling open or close doors, touching wiring or lighting, jumping up and down in the carriage, and pushing the alarm bell unnecessarily.
- E. Removing University-provided furniture from their assigned locations (bedrooms, apartments, lounges, and kitchens) to another.

## Keys and Key Cards

- A. Possession, duplication, or misuse of University-issued keys and key cards (myONECARD), including loaning keys to any other person, is prohibited.

## Unauthorized Storage

Residents are not permitted to store personal items outside of their assigned residential spaces, including lounges, stairwells, utility rooms, or any other common areas. Bicycles are prohibited from being stored inside the building and must be stored in the designated exterior bicycle racks.

Bicycles may not be chained to any exterior railings, trees, light poles or any other structure. Bicycles may be removed from such areas by university staff and a \$25.00 removal fee will be charged to the owner of the bicycle. The university shall not be liable for damage or loss of any bicycles.

## 1.8 Other University Policies and Procedures

### Criminal History Disclosure

Governors State University and the Office of University Housing are committed to maintaining a safe environment for all members of the campus community. As such, the campus requires housing applicants who are currently charged with a crime or who have been convicted of a crime (other than a routine traffic offense) to disclose this information as a mandatory step in the housing process.

All housing applicants must complete the criminal history section of the housing application to indicate whether or not they have ever been convicted of a criminal offense or have criminal charges pending against them. Students, who answer in the affirmative, must explain their criminal history in the space provided on the application. The university reserves the right to request additional information and/or run a complete criminal background check on students who disclose a criminal history in order to promote the health and safety of the college community

A previous conviction or pending charges does not automatically bar residency in university housing but does require review and university approval prior to granting housing and making an assignment. When an applicant discloses criminal history, University Housing in consultation with the Office of the Dean of Students and the Office of Public Safety will determine whether the disclosed criminal history or charges pose a threat to the residential community. A student reporting pending criminal charges may not be permitted to live on campus until the pending charges are resolved. The disposition of charges will guide the university's ultimate decision regarding living on campus.

If it is determined that a student cannot live in university housing because of criminal history, University Housing will communicate this information in writing directly to the student. Entering Prairie Place as a guest may be restricted.

If the determination is made to allow a student with criminal history to live in university housing, the student's history will not be used adversely in the housing assignment process. A student's criminal history information can be activated in accordance to the University's Criminal History Background Procedures. Please refer to the mentioned procedure for more information.

Failure to disclose criminal history or pending charges, failure to provide information on criminal charges or convictions after the date of the housing application, or providing incomplete or false information on the housing application may lead to disciplinary action up to and including immediate dismissal from University Housing, and in addition, a referral to the Community Standards Office for discipline.

### Voluntary Withdrawal

A student may request and be considered for an emergency or medical leave when extraordinary circumstances, such as a serious illness, injury, or hospitalization prevents the student from continuing classes. The severity and duration of the problem must be such that it would not be reasonable to expect the student to be able to make up the missed work. The [Emergency & Medical Leave process](#) covers both physical and mental health issues as well as military deployment. For more information, please contact the [Office of Dean of Student](#).

### Involuntary Withdrawal

Below is the policy that will guide the University's response to situations where a student's behavior poses a direct threat to the campus community.

In rare cases, students whose behavior poses a direct threat to the campus community may be removed from housing following the review by the [Campus Threat Assessment Team](#).

## **Return After Voluntary or Involuntary Withdrawal**

A student who wishes to return after a removal or voluntary withdrawal will be referred to the Office of the Dean of Students (academic and residential placement will be considered) to initiate the re-entry process. The student will be required to meet with a staff member from the Counseling Center to determine if the student remains a danger to self or others. If the student is found to be eligible to return, Office of the Dean of Students will initiate an ongoing supportive plan to encourage the student's successful re-entry and adjustment to the GSU campus community.

In cases where a resident has been removed or voluntarily withdrawn from the residence hall, guidelines for reinstatement will be given at the time of removal or withdrawal. These guidelines will be determined by the Office of the Dean of Students in consultation with University Housing and the appropriate Counseling Center staff.

Questions about mandated assessment and withdrawal should be referred to the Office of the Dean of Students.

Anti-Discrimination and Harassment Governors State University (GSU) has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. GSU is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, marital status, parental status, disability, veteran status or any other basis prohibited by law.

## **Sexual Assault & Harassment**

Title IX is the federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The State of Illinois has also adopted legislation prohibiting discrimination and harassment on the same grounds. As required by state and federal law, GSU policy also prohibits discrimination in all University activities and programs on the basis of an individual's actual or perceived sex, gender, gender identity, gender expression, and/or sexual orientation. Any form of sexual harassment, including sexual assault, sexual violence, domestic/dating violence, and stalking, is a violation of [University Policy 78](#) and the Code of Student Conduct. In addition to facing University consequences, those who engage in such activities may also be prosecuted criminally.

GSU takes its commitment to maintaining an educational environment free from sexual harassment and assault very seriously. We will investigate complaints and take prompt action to stop harassment when it occurs and to remedy its effects. If you experience sexual harassment or assault or know someone who has, we encourage you to report it so that we can help maintain a work and academic environment free of any such conduct. Contact the Title IX Coordinator to report the incident:

**Kaitlyn Anne Wild, Title IX Coordinator**  
1 University Parkway (G 338)  
University Park, IL 60484  
Phone: 708-534-4846  
Email: [titleixofficer@govst.edu](mailto:titleixofficer@govst.edu)

**Or go online to submit a secure electronic incident report:** [www.govst.edu/TitleIX/](http://www.govst.edu/TitleIX/)

An anonymous reporting option is available.

To learn more about GSU's Title IX policy and procedures, please visit: [www.govst.edu/TitleIX/](http://www.govst.edu/TitleIX/)

*If you are seeking support and wish to speak confidentially without filing a formal report, students may contact the Student Health & Counseling Center or the YWCA South Suburban Center.*

**Student Health & Counseling Center** provides free, confidential counseling services for GSU students.

Campus Location: A1110

Phone: 708.235.7334

Email: [studentcounseling@govst.edu](mailto:studentcounseling@govst.edu)

[www.govst.edu/counselingcenter](http://www.govst.edu/counselingcenter)

**YWCA South Suburban Center** provides affordable and confidential services for survivors of sexual assault and abuse. The crisis hotline is available 24 hours, 7 days a week for free, confidential crisis intervention and referral services.

Phone: 708.754.0486

Crisis Hotline: 708.748.5672

[www.ywcachicago.org](http://www.ywcachicago.org)

Location: 320 West 202nd Street, Chicago Heights, Illinois 60411

#### **In Case of Emergency:**

If you or someone you know has been a victim of sexual harassment and/or assault or other misconduct and are in need of immediate help, please contact one of the following.

#### **[Department of Public Safety \(DPS\) Campus Police](#)**

**C-1375**

**24-Hour Number: (708) 534-4900**

#### **Emergencies:**

- Dial ext. 911 from any campus phone (not pay phones). Calls go directly to DPS Police dispatch.
- Dial 911 on any cell or pay phone. Calls will go directly to University Park Police and Campus Police will also be notified.
- From any of the emergency phones located throughout campus buildings and in the parking areas, push the emergency button. Calls go directly to DPS Campus Police.

*Questions regarding Title IX may be referred to the Office of Civil Rights (OCR) or the Title IX Officer, Joyce Coleman.*

Additional information about the University's Title IX policies can be found on the [Title IX website](#).

Information about the student conduct process can be found in the [Student Handbook](#).

## **1.9 Interpretation and Revision**

Any question of interpretation or application of the University Housing Handbook or the Residential Code of Conduct will be referred to the Director of University Housing & Auxiliary Services or their designee for final determination.

The University Housing Handbook and the Residential Code of Conduct will be reviewed periodically under the direction of University Housing in conjunction with the Dean of Students office. The revised policy will be published on the university housing website.