

Residence Life Handbook

2024-2025

Table of Contents

Introduction	3
Residential Living	4
Residential Community Standards	5
A. Alcohol	5
B. Drugs	6
C. Concealed Carry and Firearms and Weapons Prohibition	7
D. Bicycles	7
E. Damages and Charges	7
F. Fire Safety Policies	7
G. Furniture	10
H. Canvassing, Peddling, or Solicitation	11
I. Residential Community Standards	11
J. Confiscated	12
K. Entry to Room, Suite, and/or Apartment	12
L. Gambling	13
M.. Guests and Visitors	13
N. Heating and Air Conditioning	14
O. Identification	15
P. Key and Access	15
Q. Noise	16
R. Pets	17
S. Room Condition Forms	17
T. Room And Suite/Apartment Care	17
U. Sports	18
V. Theft and Vandalism	18

I. Introduction

Welcome to Illinois Tech! We are so excited to have you living with us on campus. The Office of Residence Life is excited to offer many great programs, resources and living communities that will enhance your campus experience, personal development, and academic success while on campus!

This handbook is designed to help you better understand the policies and procedures necessary to promote the safety, security, and wellbeing of all our residents. Residence Life enriches life for residents by providing support services and leadership opportunities that foster community development, academic success and personal growth.

It is important that students enter the residence halls with a willingness to communicate, be open to community needs, and learn from each other. Illinois Tech offers many opportunities to grow in cultural competence and to appreciate diversity. You will have the opportunity to interact with individuals from all over the country and the world.

The Residence Life staff is here to assist you in taking full advantage of all the resources the Illinois Institute of Technology offers. Whether you are a first year student or pursuing a graduate degree, we are confident we offer an environment that will enhance your overall experience.

We hope that you will enjoy your time in the halls and encourage you to stop by the Residence Life office to get to know our staff. We all work here because we enjoy our interactions with students and want to make your college experience all that it can be!

Mission

The Office of Residence Life fosters a safe and inclusive learning-focused community. We complement the academic mission of Illinois Tech and promote responsibility for self, others, and the University community.

Learning Outcomes

The Office of Residence Life aspires to deliver a co-curricular experience that cultivates:

- **Responsibility for self:** Students will recognize opportunities for making reflective decisions, understand the impact of their decisions, and be empowered to engage in self-advocacy.
- **Responsibility for others:** Students will identify and design ways of engaging in healthy relationships with others from diverse backgrounds and show an understanding of how their behavior affects others. Students will take initial steps to resolve conflicts with others without seeking outside assistance.
- **Responsibility for the University community:** Students will deploy their knowledge and talents to improve the Illinois Tech community and to mobilize others to create and contribute to a safe community.

The contents and policies of this handbook are subject to modification throughout the academic year. In the event of changes, the most recent version of the Residence Life Handbook will be available in PDF format at <https://web.iit.edu/housing/resident-resources>

Residential Communities

Residence Life provides a variety of community options for residents, including:

Carman Hall (CA)

Community Desk Phone Number: 312.808.6321

Carman Hall is a residential community for graduate students, undergraduate students over the age of 23, and students with partners and/or children. The building features studio and 1-bedroom + den units with kitchens, and is fully furnished. The Carman Hall community provides residents of varying class levels and life stages to interact.

Cunningham Hall (CU)

Community Desk Phone Number: 312.808.6321

Modeled after the design of the newly renovated George J. Kacek Hall, Cunningham Hall features residential floors in a pod-style configuration, with student rooms pinwheeling around central study and social lounge areas. The building is bathed in natural light, with beautiful views of the campus and downtown Chicago. Floors 2–7 will be open to first- and second-year students and include a mix of single-, double-, and triple-occupancy rooms and common-use bathrooms.

George J. Kacek Hall (KH)

Community Desk Phone Number: 312.808.

George J. Kacek Hall, named after alumnus George J. Kacek (EE '54, M.S. '55), will be opening its doors for the first time in August 2020. Kacek Hall is a legacy Ludwig Mies van der Rohe building revitalized by alumnus and College of Architecture Professor Dirk Denison. It imbues classic modernism with a vibrant, new living experience for first- and second-year students.

Each floor has two large lounges for social interaction and studying. The “social lounges” are located on the south side of each floor. The “study lounges” are on the north side of the building, touting amazing views of downtown Chicago. There is a mix of single-, double-, and triple-occupancy spaces and common-use bathrooms.

Gunsaulus Hall (GU)

Community Desk Phone Number: 312.808.7492

Gunsaulus Hall is a community for both graduate and upperclassmen undergraduate students. The building features studio, 1-bedroom, and 2-bedroom units with kitchens, and is fully furnished. The Gunsaulus Hall community provides residents of varying ages and class levels to Interact.

Jeanne and John Rowe Village (RV)

RV- North Community Desk Phone Number: 312.808.7485

RV- Middle Community Desk Phone Number: 312.808.7486

RV- South Community Desk Phone Number: 312.8087487

RV consists of three five-story buildings facing State Street and backing up to the Chicago Transit Authority's Green Line elevated train. The buildings include two suite style buildings (two students per room with two rooms sharing a bathroom) and one apartment-style building (one student per bedroom with shared living space). RV offers lots of unique spaces for residents to hang out, interact, and enjoy views of the Chicago skyline.

McCormick Student Village (MSV)

Community Desk Phone Number: 312.808.6500

MSV is comprised of five interconnected residence halls that provide an opportunity to connect and interact with a variety of people on a daily basis. The typical MSV residence hall room is a traditional double room (two students per room) with a community bathroom. MSV has a variety of common spaces (large and small) for residents to study, socialize, recreate, and relax.

Greek Quad

Any student who is a member of a fraternity or sorority may move into their respective organization's chapter home after their first semester of membership. The Greek Quad is home to two sorority houses, which the Illinois Institute of Technology owns and operates. The 6 fraternity homes are operated by their individual chapters and housing corps.

II. Residential Living

Residence Life at Illinois Tech offers on-campus housing for undergraduate and graduate students in McCormick Student Village (MSV), Cunningham Hall (CU), George J. Kacek Hall (KH), Jeanne and John Rowe Village (RV), Gunsaulus Hall (GU), Carman Hall (CH), and the Alpha Sigma Alpha (ASA) and Kappa Phi Delta (KPD) sorority houses.

Living on campus is convenient and offers residents an excellent opportunity to interact with other residents from various backgrounds and cultures. Enhanced personal growth and the formation of lifelong friendships make on campus living a truly rewarding experience.

Residence Life Handbook

The Residence Life Handbook provides resident guidelines and expectations in tandem with the Room and Board Contract. A copy of the Room and Board Contract is available online at:

web.iit.edu/housing/resources/residence-agreement. All material contained in the Room and Board Contract is integral and binding. Each resident is responsible for becoming familiar with all provisions of the Room and Board Contract. Residents must also comply with the Illinois Tech Code of Conduct, Rules and Regulations and/or other Residence Life/Illinois Tech policies as set forth in the Room and Board Contract, the Residence Life Handbook, the Code of Academic Honesty, and Illinois Tech Student Handbook: iit.edu/student_affairs/handbook

The information, policies, rules, and regulations contained or referenced within the Residence Life Handbook apply to all residents, visitors, and guests within and around Residence Life facilities, regardless of academic college, program, or affiliation.

The Residence Life Handbook is not a contract, and the Office of Residence Life reserves the right to amend, modify, change, or revoke any statement contained therein. Any policies, practices, procedures, rules or regulations listed in Illinois Tech publications are subject to periodic review and modification. Effort will be made to provide appropriate supplements and announcements indicating major alterations in current policies, practices, procedures, and regulations. Residents will be held to the latest policy.

Residence Life

Residence Life operates student, conference, and guest housing. Residence Life staff collaborates with students to develop community, provide educational opportunities, and maintain the residence halls. In addition to the residence halls, Residence Life coordinates operational, facilities, and custodial efforts with two university- affiliated sorority houses on the Greek Quad, as well one fraternity chapter room housed within MSV.

Residence Hall Association

The Residence Hall Association (RHA) is a student organization that promotes residents' interests and fosters a sense of community within McCormick Student Village (MSV), Cunningham Hall (CU), George J. Kacek Hall (KH), Jeanne and John Rowe Village (RV), Gunsaulus Hall (GU), and Carman Hall (CH). All residential student who live in the residence halls are automatically members of RHA. Everyone is encouraged to participate as a floor representative or active member by attending general body meetings, planning social and educational events, and participating in local, regional, and national conferences.

In the past years, RHA has planned popular events like the Boat Cruise, Haunted House, and Ice Cream socials. RHA also provides a voice for students living in the residence halls to constructively give feedback about relevant concerns such as housing improvements, policy changes, and dining options. RHA coordinates a video lending library for the use of campus residents. RHA members work closely with Residence Life as well as Resident Advisors and Dining Services to make on-campus living a great experience for everyone.

For more information about the Residence Hall Association, please visit: rha.iit.edu

III. Residential Community Standards

The Office of Residence Life welcomes all students to become part of the on-campus community at Illinois Institute of Technology. Being a part of the on campus community is an opportunity to develop life-long relationships, meet new people from a variety of backgrounds, and have access to resources on campus.

Inherent to the success of this community is an acknowledgement of the responsibility that residents have for their behavior/conduct and how it affects the community in which they live. Primary emphasis is placed on the educational and developmental progress of the resident and is part of the educational mission of Illinois Tech. Increased understanding of self and others has the strongest potential for educational impact.

A. Alcohol

Illinois Tech encourages the responsible use of alcoholic beverages within the campus community. These are the established guidelines regarding the possession and consumption of alcohol in the residence halls.

1. If alcohol is being consumed or possessed, all people present must be 21 or older, in accordance with Illinois State Law.
2. Guests (regardless of age) cannot bring alcohol into the residence halls.
3. Common source containers of alcohol or mass consumption devices (e.g. kegs, barrels, beer bongs, etc.) are not allowed.
4. No alcohol or alcohol containers are allowed in common areas.
5. Individuals (including guests) who are not of legal drinking age are prohibited from consuming, possessing, or being in the presence of alcoholic beverages in the residence halls or areas immediately surrounding the residence halls.
6. If all assigned residents to a residence hall room are under 21, the possession or consumption of alcohol is prohibited within that room at all times regardless of the age of any guest or visitor.
7. Any person (student, visitor, or guest) under 21 may not be present in a room where alcohol is being consumed, unless it is that person's assigned place of residence and they are not consuming or possessing alcohol.
8. All people present in a room or area where an alcohol violation has occurred will be considered in violation, whether or not they have personally consumed alcohol.

9. Empty alcohol beverage containers may not be possessed by underage residents (this includes items used for decorative purposes), or present in a space where not all people present are 21 or older.
10. Guests who are of legal drinking age may possess and consume alcoholic beverages in the room of a host that is 21 or older. If a guest 21 or older is in possession of alcohol in an area other than the permitted specified location, the guest will be documented and asked to dispose of the alcohol. Provided that the guest is compliant and has not infringed upon any other policies, said guest will not be banned from the residence halls.
11. Guests are prohibited from bringing alcoholic beverages into the residence halls. Guests who attempt to bring in alcohol may not be allowed entry to the residence halls until a Residence Life staff member is able to process the incident.
12. Distribution from or possession of common source containers (e.g. barrels, bowls, jugs, beer-bongs, kegs or mini-kegs, wine boxes, etc.), are not permitted and will be disposed of by residents or guests present during the policy violation under the direction of Residence Life staff.
13. Consumption or possession of open alcoholic beverages or empty alcohol containers, other than for purposes of recycling empty containers, by residents or guests in hallways, lounges, community kitchens, elevators, stairwells, corridors, basements, roof decks, the MSV courtyard or public areas is prohibited.
14. Kitchens in Carman, Gunsaulus, Kacek Hall, Cunningham Hall and RV South are considered common areas. Alcohol is not permitted in these areas (including the refrigerator) if all residents and guests in the suite/apartment are not of legal drinking age.
15. Transportation of alcoholic beverages to a resident's room from outside the building is only allowed by persons who are 21 years of age and older. Containers must be closed.
16. Transport of open alcohol containers (including alcoholic beverages in cups) from room to room or apartment to apartment is prohibited.
17. The playing of "drinking games" or other activities that increase the risk of excessive intoxication (such as beer pong, flip cup, etc.) is prohibited in the residence halls no matter the age of the residents or guests.
18. A resident, visitor, or guest who consumes alcohol off campus and returns to campus intoxicated and poses a danger to themselves or others, causes a disturbance, or otherwise violates alcohol consumption is considered a form of self-harm that negatively impacts both the individual Illinois Tech policies, and may be documented for violating the alcohol policies. Excessive and the greater community. Residence Life reserves the right to contact medical personnel if deemed necessary.

If you or any other student, are struggling with alcohol or drug abuse, you can contact the Student Health and Wellness Center at (312) 567-5900 or visit: iit.edu/shwc

Please consult the Student Handbook for additional information about the alcohol policy:
iit.edu/student_affairs/handbook

B. Drugs

Illinois Tech abides by the Drug Free Schools and Communities Act and therefore prohibits the use of marijuana and other drugs on campus (see Article II, Section 2(1)(b). Drug possession and use is strictly prohibited by Residence Life, and the following actions are prohibited:

1. The use or possession of any illegal drug or controlled substance (including marijuana) in and around Residence Life facilities.
2. Being present in a room or area where drugs are being used or possessed (all people present may be held responsible for the behavior and/or the objects in the area even if they are not engaging in drug use or possession of paraphernalia).
3. The possession of any drug paraphernalia, including but not limited to bongs, 'blowtubes', pipes, and homemade devices.
4. The use of Residence Life facilities to manufacture, process or distribute any drug, controlled substance, or drug paraphernalia.
5. Improper use of prescription or "over-the-counter" drugs (such as Adderall, Oxycontin, etc.) is prohibited. This includes being in use or possession of prescription drugs prescribed to another person.
6. Possession, use, or sale of narcotics or dangerous drugs and marijuana is prohibited.

A Resident found to be in possession, use, or sale of narcotics or dangerous drugs within and around Residence Life facilities, may have their Room and Board Contract terminated immediately and will be responsible for all cancellation terms of the contract.

If you or any other student, are struggling with alcohol or drug abuse, you can contact the Student Health and Wellness Center at (312) 567-5900 or visit: iit.edu/shwc

Please consult the Student Handbook for additional information about the alcohol policy:
iit.edu/student_affairs/handbook

C. Concealed Carry and Firearms and Weapons Prohibition

Illinois Tech has established a Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus Policy (Procedure No. Q.9), which may be found [here](#). All students are responsible for familiarizing themselves with, and adhering to, the Policy on campus, including in Illinois Tech residential communities. The Policy is subject to change at any time in the sole discretion of Illinois Tech.

D. Bicycles

It is recommended that bicycles be stored in the areas provided outside of the residence halls in a manner as not to obstruct free passage of pedestrians and vehicles.

1. Bicycles may not be chained/locked to anything except the bike racks provided.
2. Bicycles may not be left on bicycle racks outside of contract dates.
3. Bicycles left on-campus outside of a resident's contract dates may be removed, donated, and/or disposed of at the discretion of Illinois Tech staff.
4. If bicycles are stored in a room, suite, or apartment, they must be stored in a manner that does not obstruct safe exit of the room, suite, or apartment in case of emergency.
5. Bicycles may not be ridden inside the residence halls or other campus buildings.

For more information about the Bicycle Use and Abandoned Bicycle Policy, please click [here](#).

E. Damages and Charges

Abuse of university property within the residence halls may result in expenses beyond funds allocated for regular repair and upkeep. Excessive unit damage or poor cleanliness can also result in a resident losing their eligibility for campus housing or disciplinary action. The resident agrees to pay for any damages, lost property, or unnecessary service costs caused by the resident or the resident's guests/visitors, either due to accident, neglect, or intent to the residence rooms and common areas.

1. **Apartment/Room/Suite Damages:** A resident is responsible for any damage or loss that occurs during the resident's occupancy. A resident retains occupancy of a room, suite, or apartment from the moment the key is picked up until the key is returned. (An RV, Cunningham & Kacek resident retains occupancy from the start date of their contract until the resident checks out.) Any damage to room, suite, or apartment furniture, fixtures, and/or facilities will be billed to the person(s) responsible, or if the person(s) responsible cannot be identified, the charges will be divided equally among members of the room, suite, or apartment.
2. **Common Area Damages:** Lounges and other common areas (elevators, hallways, kitchens, restrooms, storage areas, stairwells, lobbies, etc.) are inventoried for damage prior to occupancy for the fall semester. Damage (e.g. furniture damage/loss, extensive housekeeping, or damage to building fixtures/surfaces, etc.) to common areas may be billed to the Student Accounts of members of the floor, building, or complex equally unless the person(s) responsible can be identified.
3. Residence Life assesses fees for reasons including, but not limited to the following:
 - o Damages/Cleaning Fees
 - o Disciplinary/Conduct Sanctions
 - o Early Arrival/Improper Check-In
 - o Late Departure/Improper Check-Out
 - o Lock-Outs/Lock Replacement
 - o Policy/Contract Violations

Fees assessed by Residence Life will be notified by email and instructions for submitting an appeal will be included, if applicable. posted to the resident's Student Account and payment must be made through the Student Accounts Office. For more information can be found online at web.iit.edu/Office of Residence Life/maintenance

F. Fire Safety Policies

1. **Smoking**
Smoking (of any type, including electronic cigarettes, vaping, cigars, cigarettes, hookah, etc.) is not allowed anywhere in Residence Life buildings. People who smoke outside are expected to be respectful of

entrances/exits, building windows/ventilation, and the effect that smoking can have on other people. People who smoke are also expected to properly dispose of cigarettes and related materials. Smoking is prohibited within 15 feet of any entrance, window, or ventilation

2. Cooking

Residence Life encourages residents who choose to cook in the residence halls, to do so in a safe and responsible manner. Please see the following guidelines for cooking in the halls:

- Cooking should only occur in designated kitchen areas.
- Micro-fridges [include size requirements] may only be used as approved.
- Residents in Gunsaulus and Carman may provide their own microwave, provided it is stored and used only in the kitchen area. (Only one (1) microwave is permitted per unit.) Apartments in RV (including studios in RV North and Middle and apartments in RV South) include microwaves in the kitchen area.
- Hot pots and any other appliance with an exposed heating element are prohibited in MSV, KH, and RV units without kitchens. These items are permitted only in units with kitchens and must only be stored and used in the kitchen area.
- There are two charcoal grills located in the MSV and GU courtyards. Residents using the grill must provide charcoal. There are six rooftop decks in the RV complex. Use of charcoal/gas grills and any other cooking devices is strictly prohibited on rooftop decks. Grills and charcoal may not be used or stored within the residence halls.
- Residents should not leave appliances (while in-use) or cooking food unattended.
- Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters.

3. Electrical Appliances and Equipment

The Office of Residence Life is committed to safety; therefore, we restrict items and behaviors that could compromise safety. Possession of an item on the following list is prohibited:

- **Approved Items**
 - Coffee Pots, Electric Tea Kettles, and Popcorn Poppers are allowed if they do not have an exposed heating element.
 - Rice Cookers (≤6 cups, no locking lid)
 - Crock Pots (≤4 quarts, no locking lid)
 - Stereos/Radios
 - Personal Computers
 - Televisions
 - Hair Dryers
 - Lava Lamps
 - Fans (Box/Tower/Rotating)
 - Humidifiers
 - Dehumidifiers (Provided by ORL)
 - Vaporizers
 - Vacuum Cleaners
 - Refrigerators (Compliant w/ policies) {Refrigerators over 3.0 cubic feet or 4.0 cubic feet if energy star rated}
 - Surge Protector
- **Permitted only in units with kitchens (provided items are stored/use within kitchen):**
 - Toasters/Toaster Ovens
 - George Foreman (electric) grills
 - Hot plates (Unplug when not in use)
 - Deep Fryers
 - Waffle Irons
 - Microwave Ovens
- **Unapproved or restricted Items**
 - Anything with an exposed heating element or open flame
 - Anything hung from the ceiling, sprinkler, or sprinkler pipes
 - Overloaded surge protectors
 - Extension cords
 - Firearms, fireworks, live ammunition, lighter fluid, or other combustible materials
 - Microwaves (except in units with kitchen or as part of a MicroFridge from Bedloft.com)
 - Deep fryers, hotplates, toasters/toaster ovens, waffle irons (except in units with kitchen)
 - Pressure cookers or rice cookers with locking lids

- Space heaters, AC units (not provided by Office of Residence Life), or other auxiliary heating/cooling devices
- Candle warmers/burners and potpourri pots
- Flammable liquids and fuels
- Candles, lanterns, incense, (burned or not) and any other item that has an open flame.
- Decorations of combustible nature, when hung from the ceiling or overhead structures
- Combustible vegetation (e.g. evergreen trees, logs with dried bark, or birch logs)
- Walls covered with paneling or flammable materials
- Ignited smoking materials
- Inflatable pools
- Hookahs
- Halogen lamps, “octopus” or any lamp with soft plastic shades
- “Holiday”, “twinkle”, or “mini” lights
- Hammocks, placed in rooms, suites, or lounges
- Smoke or fog machines
- Waterbeds
- Motorized vehicles, unless authorized for use indoors by Disability Resources
- Treated lumber
- Grills, charcoal, propane, or starter fluid
- Soldering irons

Residents living in apartment units with kitchens may use approved small kitchen appliances provided they are stored and used only in the kitchen area. Residents living in the residence halls are also permitted to use certain small appliances, provided they are used safely. Residents are responsible for any damages caused by use or malfunction of these appliances.

It is impossible to list all items that are potential fire hazards, but in general, candles, appliances rated over six amps (700 watts), items with exposed heating elements, items without an automatic shutoff, or items not UL (Underwriters Laboratory) certified are prohibited. Residence Life reserves the right to prohibit and/or remove any items determined to cause a safety or fire hazard.

4. Fire Fighting and Prevention

Setting fires in and around the residence halls is prohibited (except in university-provided barbecue grills). Violations of this rule include setting fire to items on a room/suite/apartment door, bulletin board, and apartments; fires caused by a lit candle or cigarette, or any other flammable material in the halls. Placing false fire alarms or otherwise causing the fire alarm to be activated in a non-emergency endangers other students, staff, and the Chicago Fire Department officials. This behavior is one of the Serious Rule Violations and offenders are subject to relevant legal action under Illinois statutes and immediate Contract Termination.

- All residents and guests are required to participate in all fire/tornado drills/evacuations for which they are present.
- Disconnecting, covering, or tampering with a fire sprinkler, a smoke or fire detector unit, or ‘screamer box’ is prohibited; this is one of the Serious Rule Violations and offenders are subject to relevant legal action and/or immediate Contract Termination.
- Residents should immediately notify Residence Life if a smoke detector unit is not in operating condition by submitting a Maintenance Request. Removing a battery, covering, or otherwise rendering a detector inoperable is not permitted.
- Placing false fire alarms, interfering with the fire alarm system, with firefighters, or with fire-fighting equipment is one of the Serious Rule Violations and offenders are subject to relevant legal actions under Illinois statutes and immediate Contract Termination.
- Discharging a fire extinguisher unnecessarily (when there is no fire), stealing or taking a fire extinguisher are all considered to be one of the Serious Rule Violations and offenders are subject to relevant legal action and/or immediate Contract Termination.
- Suspending items from sprinkler heads, light fixtures, or pipes/vents is prohibited.
- Responsible use of all residence hall appliances (i.e. microwaves, stoves, washers, dryers, etc.) is required. Misuse of residence hall appliances, such as unattended cooking or overcooking of food, and overloading of washers and dryers, can result in damage to the machines as well as create safety hazards for residents (i.e. fires or flooding of common areas). Residents found to have misused a residence hall appliance will be held financially responsible for any damages incurred.
- Tampering with residence hall lights or light bulbs is prohibited. If a light is out or has to be changed submit a Maintenance Request.

- Residents should start to immediately evacuate in the event of a fire alarm. Evacuation is mandatory except in high-rise buildings.

5. **Stoves and Ovens**

Electric or gas cooking ranges are provided in on-campus apartments as well as select community kitchens. Residents should closely monitor food while it is cooking and ovens/stoves should be turned off when not in use. Cooking ranges are intended for cooking/baking and should not be used as an additional heat source. If you smell gas in your apartment/building, leave and contact Public Safety at: (312) 808-6363

G. Furniture

1. **Appliances**

Residence Life provides certain appliances in on-campus apartments. Additionally, residents are permitted to provide certain other appliances for their own use. These appliances are subject to restrictions determined by safety and health considerations. Residents are responsible for maintaining the cleanliness of their appliances and on a regular basis. Malfunctioning appliances should be reported to Residence Life by submitting a Maintenance Request. Appliances should be used and stored in such a way that they do not cause damage to rooms/apartments. In MSV, residents should be mindful not to place appliances on windowsills or on top of HVAC units, as spills may cause damage to HVAC units.

2. **Beds and Lofts**

Residents may not construct their own lofts. All residents who wish to loft their bed must rent a loft from Bedloft.com (For more information, see Lofts on page 22). However, Lofts are not recommended for Kacek Hall & Cunningham Hall

- Homemade lofts (or lofts rented from a vendor other than BedLoft) are not allowed.
- Beds bunked or raised above the level of the windowsill may not be placed parallel to the window in a manner that might enable accidental falling against the window/screen.
- Lofted or bunked beds must be at least 18" below any sprinkler heads, sprinkler pipes, or heating/air conditioning vents or pipes.
- Residents who choose to loft their beds may be subject to having said loft inspected.
- Waterbeds are prohibited.
- The desk chair and other furniture are not designed to be used as a ladder to access a loft. Damage to the chair or other furniture will be charged to the resident.
- The resident agrees to sole liability for all damages and injuries as a result of their construction of any other room/bed modifications.
- No furniture may be removed to accommodate lofts; bedposts must be stored in the room to which they are assigned.
- Due to furniture configurations, lofts are not offered in any building other than MSV.
- Lofts must be dismantled and bed posts reinstalled prior to checking-out.
- Bunked beds should be 'unbunked' prior to checking out.
- Any non-approved lofts will need to be removed by the resident immediately and may result in fees or charges assessed to the resident.

3. **Microwaves**

Microwaves are provided in apartments in RV South, MSV floor lounges, RV community kitchens, and the first floor lounge in Gunsaulus Hall. Students living in Carman or Gunsaulus Hall may bring their own microwave, provided that there is only one microwave per unit and it is stored and used in the kitchen area. Residents in residence hall units without kitchens may only have a microwave if it is part of a MicroFridge unit rented through bedloft.com. One MicroFridge is permitted per unit.

4. **Refrigerators**

Residence Life provides refrigerators in apartment-style units and may only be supplemented by additional refrigeration units with prior written approval. Students residing in residence hall units without refrigerators may bring their own mini-fridge or rent a MicroFridge (one per unit). Mini-fridges should not exceed 3.0 ft³ (or 4.0 ft³ energy star rated) and should not draw more than 2.0 amps. One (1) refrigerator is permitted per unit. Refrigerators are not to be placed in closets or stacked on furniture, and should be kept in the open areas of the room. Students who wish to rent a MicroFridge may visit: bedloft.com

Prior to winter break (or any extended period during which the resident expects to be absent from their room), the refrigerator should be unplugged, emptied, defrosted, and cleaned. Do not unplug refrigerators provided in GU, CH, CU & RV.

5. **Common Room Furniture**

Residence Life provides furniture in each lounge to be used by any resident. All furnishings and fixtures must remain in the room they are assigned to at all times. Furniture in lounges and common areas must not be removed from the room they are located in. Furniture in common areas include chairs, tables and couches.

H. Canvassing, Peddling, or Solicitation

Under no circumstances will anyone other than Residence Life or University staff members be allowed to canvass, peddle, or solicit door to door within the residence halls (this includes all resident and common areas). This includes placing flyers or door hangers throughout the residence halls. Persons interested in hanging flyers or door hangers must contact the Office of Campus Life (OCL) for a complete list of guidelines for flyer approval, etc. The number for the Office of Campus Life is (312) 567-3720. Generally speaking, residents and student organizations are encouraged to advertise events throughout the residence halls. The following guidelines apply to postings within the residence halls:

- All postings must be approved by the Office of Campus Life.
- Postings larger than 11x17 inches must also be approved by Residence Life.
- Postings must be for a specific event with a specific date and must be removed within 48 hours after the event. Semester-long postings are not permitted. If no date is included, the posting will be approved for two weeks
- Approved postings may be posted immediately by the student(s) or organization(s) responsible or turned into Residence Life to be posted within 72 business hours. Postings submitted less than 72 hours before an event may not be posted.
- Residence Life may require contact information to be provided with postings.
- Only one (1) approved posting per event may be posted in designated posting areas as outlined in the posting policy. (See Advertising and Events on page 7.)
- Advertisements/postings may not be placed on Community Desks.
- Advertisements/postings may not block windows, doors, or security cameras.
- Advertisements for off-campus housing options are strictly prohibited within the residence halls/apartments, even if approved for posting by the Office of Campus Life.
- Postings may not include offensive or derogatory language or images.
- Organizations not in compliance with guidelines will be reported to OCL. Students not in compliance may lose posting privileges and may be subject to the Conduct Process.
- Only masking or painters tape should be used to hang postings. The costs associated with damages caused by postings may be assessed to the responsible party/parties.

In the interest of sustainability, students and organizations are encouraged to take advantage of the Media Boards located in the residence halls and across campus. Media Board slides are subject to all posting policies. To add a slide to the Media Boards, please email your posting as a PowerPoint slide or picture to campus.life@iit.edu or use the hashtag #IllinoisTechTV on Instagram or Twitter.

Residence Life reserves the right to remove any signs, flyers, or other postings that do not comply with these guidelines or the Campus Life posting policy. Posting policies are subject to change; please contact Residence Life with any questions.

The apartments, residence hall rooms, or any common space are allocated as residential space. Residents may not run private businesses, other commercial endeavors, or solicit sales from apartments/suites/rooms (examples: hair-cutting, MaryKay, Avon, etc.). Use of university telephones, email, and mailboxes for private business/commercial endeavors is prohibited.

Solicitation on behalf of political candidates within apartments/residence halls is prohibited.

I. Residential Community Standards

Residents of individual floor communities may, by majority vote, create and/or adjust some policies for that floor. Due to the unique layout of RV, Carman, and Gunsaulus, residents of an apartment/suite may also determine community standards for an individual apartment/suite.

- Residential Community Standards must be voted upon during an advertised floor meeting at which $\frac{3}{4}$ of the residents of that floor (including the Resident Advisor) are present.
- Implementation of a Residential Community Standards is subject to the approval of the Resident Advisor of the floor and the Residence Hall Director of the building/complex.
- Residential Community Standards may not infringe upon the individual rights of any resident.
- Residential Community Standards may not violate any Residence Life or Illinois Tech policies.

- Certain policies may not be adjusted under the Residential Community Standards policy; for example, community bathrooms in MSV may only be used by persons of the gender for which that bathroom is designated.
- During finals week, 24-hour Quiet Hours are always in force and may not be adjusted by Residential Community Standards.
- Residence Life reserves the right to deny, change, or suspend any and all Residential Community Standards.

J. Confiscated

Residence Life reserves the right to confiscate any items that violate and/or are used to violate any Illinois Tech or /Residence Life Policies and/or state/federal law. In instances in which an item violates state/federal laws, Public Safety and/or Chicago Police may be involved.

Residence Life staff may also remove personal items left in common areas or items left in rooms outside of contract dates. Items confiscated by Residence Life may be stored at the discretion of Residence Life until the first day of June each year, after which, the items will be donated or disposed of.

In most cases, when an item is confiscated, the resident will receive a confiscation receipt, which they must supply along with identification to receive confiscated items. Upon having a confiscated item returned, the resident must provide sufficient proof that the item is being removed from Residence Life facilities. Residence Life reserves the right to withhold confiscated items until such a date that removal from campus can be guaranteed, for example the end of a Room and Board Contract. Residents will have the opportunity to ship or bring confiscated items to their permanent residence. Items such as alcohol that are involved in a policy violation will not be confiscated/stored, instead, residents will be required to dispose of the alcohol by pouring it down a drain while supervised by staff.

Confiscated items will be disposed of on or around the first day of June each year, if not retrieved by the owner. Residence Life assumes no responsibility for the damage or loss of confiscated items. Illegal items or substances will be confiscated by Public Safety or Chicago Police.

K. Entry to Room, Suite, and/or Apartment

Entry to a resident's room, suite, or apartment is restricted to the resident(s) assigned to that space. Entry to a room, suite, or apartment by a non-Residence Life staff person not assigned to a particular room, suite, or apartment without receiving permission is prohibited.

Residence Life appreciates residents' desire for privacy and will do all it can to protect the privacy of individual residents. It is, however, occasionally necessary for Residence Life to exercise its contractual right to enter the rooms, suites, and/or apartments of residents. Residence Life staff members may enter a room only for job-related purposes and shall adhere to the policy of the department that entrance to residents' rooms by Residence Life staff is kept to a minimum to assure the occupants' privacy. Residence Life staff members will always announce themselves and allow residents the opportunity to grant access prior to keying-in for job-related purposes.

The room and/or apartment door should be locked for security purposes. Residence Life staff may allow other University staff members, including Illinois Tech Public Safety, to enter a room, suite, and/or apartment in an escorted manner for the purpose of contacting an individual in a residence hall room. Residence Life will not allow non-University staff access to apartments/suites/rooms, with the exception of contractors or other authorized maintenance personnel. The authority to enter a resident room is established under the following conditions:

- Residence Life staff may enter rooms or apartments to ensure the discontinuance of rule violations (this includes entering to turn off an alarm clock sounding without the resident being in the room, etc.). Residence Life staff may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, improper lofts, candles, etc.)
- If the resident(s) is/are absent from the room or apartment and Residence Life staff members have reason to believe that entry is necessary to investigate possible emergency situations endangering health or safety, the staff may enter without notice. (This includes shutting an open window in cases of high wind or cold conditions if members of the suite, apartment, or community complain.)
- University staff members, including Public Safety, may enter rooms or apartments without notice in the execution of a search warrant, when an emergency threatens health or safety, or with the consent of the occupant of the room.

- Residence Life staff may enter rooms or apartments with advance notice and at reasonable times, when possible, for necessary maintenance of areas, to remove unauthorized Residence Life property, for inspection to determine occupancy where there is a possibility the room has been vacated and for staff performance of routinely scheduled inspections. Residence Life is not obligated to provide advance notice for minor maintenance and repair activities for which a Work Order has been initiated.
- The vacating of a resident is considered to be advance notice to the roommate, suitemates, or apartment-mates that Residence Life will be entering the room to inspect and clean the vacated space.

Residence Life will not allow non-University staff (Including by limited to: Parents/Guardians or other family members; friends or significant others including spouses without a contractual right to enter; guests; suitemates) access to a resident's room without written consent from the resident.

Any concerns regarding room entry should be directed to the Residence Hall Director responsible for the building in which the concern is raised.

Please note that it is the policy of Residence Life that all staff, including custodians and contractors will lock an apartments or residence hall room door any time that they have entered the room, regardless of how the door was found (i.e. if a resident leaves their door unlocked and a staff member enters the room/apartment for an inspection, repair, etc. the staff member will lock the door upon exiting the room/apartment). A resident who is locked out of their room as a result will need to utilize the lockout procedure and is subject to any associated fees. The only exception to this portion of the policy is during scheduled Community Inspections.

L. Gambling

Gambling, including online gambling, betting on athletic events, or the possession of gambling devices where winnings involve cash exchange in Residence Life facilities is prohibited.

M. Guests and Visitors

Residence Life welcomes residents to host guests and/or visitors within the residence halls. Guests and Visitors are subject to all Residence Life and Illinois Tech policies, violations of any of these policies may result in the loss of host/guest/visitor privileges. A resident host is responsible for informing their guests/visitors of all Illinois Tech and/or Residence Life rules, regulations, and policies.

Common Terms

- A **Resident Host** is a student within the building in which the resident is assigned. Only Resident Hosts are allowed to host guests/visitors.
- A **Guest** is a student who resides in any Illinois Tech residence hall and/or is a member of Omega Delta but is visiting within a residence hall other than the one to which he or she is assigned.
- A **Visitor** is a person who does not live in any Illinois Tech residence hall nor is a member of Omega Delta.
- The **Community Desk Assistant** at the residence hall entrance registers a Guest/Visitor when the guest/visitor is accompanied by their Resident Host.

Being a Resident Host, Guest, or Visitor is a privilege, which may be revoked for any and all hosts/guests/visitors at the discretion of Residence Life.

1. A Resident Host is responsible for the actions of the resident's guests/visitors and may be subject to disciplinary action and/or held financially and/or contractually liable for any damages caused by the resident's guests/visitors, even if the Resident Host is not with their guests/visitors at the time of the incident, provided the guest/visitor is currently registered under that resident.
2. A Resident who is a Guest in another residence hall may also be subject to disciplinary action for policy violations committed by the Guest and/or their Resident Host.
3. A Guest/Visitor must be accompanied/escorted by their Resident Host at all times.
4. All Residence Life residents may access all residence halls between 8AM- 12AM. Between 12AM-8AM a resident visiting within a residence hall other than the residence hall to which the resident is assigned is considered a Guest and must be accompanied by a Resident Host.
5. Any Guest who enters a residence hall to which they are not assigned before 12 AM but who plans/happens to stay past 12AM must register with a Resident Host in order to remain in the residence hall.
6. A Resident Host may register Guest(s)/Visitor(s) at any time of the day, provided that the Guest(s)/Visitor(s) and Resident Host are present.

7. A Member of Omega Delta is considered a Guest between 12AM-8AM in any residence hall, except for MSV or a hall to which they are assigned.
8. Any person who is not a resident of any Illinois Tech residence hall is considered a Visitor. Visitors must be accompanied by a Resident Host at all times while within the residence halls.
9. A Resident may host guests/visitors in the residence hall to which they are assigned.
10. A Resident may host up to 3 guests/visitors at a time.
11. A Resident may host overnight guests/visitors no more than 3 nights in a 14-day period, whether one guest/visitor or multiple.
12. An overnight Guest/Visitor may be hosted no more than 3 nights in a 14-day period, whether one resident host or multiple.
13. An overnight Guest/Visitor is anyone who enters and/or remains in a residence hall to which they are not currently assigned between 2AM-6AM.
14. A Guest/Visitor is not permitted to stay overnight unless that Guest/Visitor is sleeping in the room to which their Resident Host is assigned, and said host is present in that room.
15. A Resident Host/Guest/Visitor who exceeds the overnight guest/visitor limit may face disciplinary action, including loss of host/guest/visitor privileges.
16. In McCormick Student Village, guests/visitors must use only those bathrooms designated for use by individuals of the gender with which they identify.
17. A Resident Host must have a valid Illinois Tech ID in order to register/escort a Guest/Visitor.
18. All Guests and Visitors must have proper identification in order to be registered. Proper identification includes: passport, driver's license, state/military ID, other government issued ID, or a current Illinois Tech/partner institution ID.
19. Guests and Visitors without proper ID may not enter the residence halls.
20. A Visitor under the age of 16 may be exempt from showing an ID, but must provide contact information of their parent/guardian upon being registered.
21. Upon being registered, a guest/visitor is given a guest/visitor badge, which that guest/visitor should carry at all times while within the residence hall. This badge must be produced and/or forfeited upon request by Public Safety or Illinois Tech Staff (including Resident Advisors).
22. A Guest/Visitor must sign-out upon leaving the residence hall in which they are hosted by notifying the Community Desk Assistant.
23. A Guest/Visitor returning to the residence hall in which they are being hosted within 30 minutes may return without reregistering, provided they do the following: (a) The Guest/Visitor must notify the Community Desk Assistant (CDA) upon exiting; (b) the Guest/Visitor must leave the guest/visitor badge with the CDA; (c) the Guest/Visitor must return within 30 minutes; and (d) the Guest/Visitor must be accompanied/escorted by their original Resident Host upon returning to the residence hall.

The Guests and Visitors policy allows for 24-hour visitation on all floors in the residence halls. Floor communities may, by majority vote, choose to restrict these hours. Roommates, suitemates, and/or apartment-mates may choose to restrict these hours within their assigned room/suite/apartment by completing a Roommate Agreement; Guests/Visitors must comply with any stipulations of such an agreement.

Any resident/guest/visitor present in a room where a violation of Residence Life and/or Illinois Tech policies is discovered, may, at the discretion of Residence Life staff, have their host/guest/visitor privileges immediately and temporarily suspended prior to a conduct hearing.

N. Heating and Air Conditioning

Once the heating season begins and heat is on, residents should adjust the temperature and fan settings to achieve the desired climate. Heating of the residence halls begin on or around October and cooling begins on or around May. Residents of McCormick Student Village should not turn off the heating unit in the room and/or leave windows open.

1. Covering the heating units and/or vents with paper, cardboard, linen, etc. is strictly prohibited. Covering the vents poses a potential fire hazard.
2. Turning off heating units and/or leaving windows open may cause heating coil pipes to freeze and rupture, residents will be held financially responsible for any damages (including, but not limited to: custodial cleanup, replacement or repair to the heating unit, carpet cleaning/replacement, and furniture replacement) caused by burst pipes if it is determined that damages were caused by residents, through intention or negligence.
3. A resident may not install auxiliary heating or cooling devices, including, but not limited to: space heaters, heat lamps, window air conditioners, or spot coolers.

4. Residents of Fowler, CH, and GU are provided with a spot cooler installed by Residence Life staff; spot coolers must remain in the unit in which they are installed for the duration of the calendar year. Residents with concerns should contact the Office of Residence Life.
5. Spot coolers may not be removed or transferred without written approval from the Operations Manager.

A resident experiencing heating/cooling concerns in their room or hall should enter a Maintenance Request.

O. Identification

The HawkCard is your picture identification card given to you by the Illinois Institute of Technology through Access Card and Parking Services (ACAPS). Your identification also gives you access to any residential building that you are assigned to.

1. Residents have the responsibility to carry their HawkCard (University ID) with them at all times and to show their HawkCard to Illinois Tech Staff or Illinois Tech Public Safety as requested.
2. Residents must demonstrate proof of Residence Life residency at the request of any University officer acting within the guidelines of their employment. A University ID is the only acceptable proof of residency at the entrances to Residence Life buildings or events.
3. Guests will be allowed access to the residence halls only when registered and accompanied by a resident and an ID/Office of Residence Life guest badge are presented and approval has been given to enter. If a proper ID is not presented by the guest, access will be denied.
4. University IDs are non transferable. Residents may not allow anyone to use their ID to gain entrance to Residence Life buildings. Residents may not be signed in by another resident if they fail to show proof of residency. If a resident does not have an ID with them when asked to show their identification and/or "tap-in", Residence Life reserves the right to verify information on their driver's license or picture ID.
5. Failure to provide proof of identity may restrict a resident from service or entrance.
6. Residents/guests may not present as valid, falsify, alter, duplicate, or request the unauthorized falsification, alteration or duplication of a University ID. This includes permitting another person to wrongly use the ID with the intent to obtain University services, privileges, or goods.
7. Acceptable identification for guests includes Illinois Tech, VanderCook, or Stuart University ID, military ID, driver's license, passport, state ID, or any other official government picture identification. If a guest/visitor is 16 years and older, they need to show some form of acceptable identification.

Any University official may confiscate false, altered, or duplicate University IDs used in violations of this contract or any other University rule. Situations in which a resident or guest is in possession of a false ID may be referred to Illinois Tech Public Safety.

Residents and their guests may not give false or misleading information or fail to give proper identification to representatives of the University acting within the guidelines of their employment. Impersonating another person (including staff) is prohibited.

P. Key and Access

1. **Keys:**

Residents of MSV, GU, and CH are provided one (1) key for their assigned room and one (1) key for their assigned mailbox. Residents of RV and KH are provided one (1) key for their assigned mailbox. Mailbox keys must be obtained from the MTCC Post Office. Lost or unreturned keys will result in a replacement fee assessed to the student account. In RV and KH, the HawkCard functions as a room key. These keys are the property of Illinois Tech and are loaned to the resident only as long as the resident may rightfully occupy their assigned residence hall room. Assigned keys may not be delivered, surrendered, or otherwise relinquished to another person without written permission of Residence Life. Keys cannot be duplicated or modified. Residents who lose or fail to return their room/apartment keys may be assessed a lock change and a key replacement fee per key. Residents may not modify, remove, or supplement university locks and may not use realtor key boxes or similar.

Unauthorized possession, duplication, or modification of keys may result in disciplinary action.

The resident must return all appropriate keys to the Office of Residence Life and/or the MTCC Post Office immediately upon termination of contract or upon receiving a reasonable request to do so from an Illinois Tech staff member. Violations of any provision of this policy including, but not limited to, failure to return keys to Illinois Tech because of theft or loss, will result in a lock-change fee and may be grounds for declaring the resident in breach of the Room and Board Contract and/or additional disciplinary action.

A resident whose keys are stolen, must submit a copy of the related police report in order to have a lock-change fee reversed and/or removed from their student account.

2. Access:

The HawkCard issued to the resident allows entry into the residence halls only so long as the resident may rightfully occupy the residence hall room to which the resident was assigned. Residents may not lend their HawkCard to any other person. Unauthorized use of a HawkCard will result in disciplinary action.

Each resident has access to MSV, RV, KH, CH, and GU, through their HawkCard. Your HawkCard is the identification card issued to each student by Access Card and Parking Services (ACaPS). This card also acts as the meal pass for all meal options at Illinois Tech. Residents of MSV, RV, CH, and GU have access to all residence halls between 8:00AM and 12:00PM. Upon entrance, all residents must tap their ID at the card reader on the front desk. If an incident occurs which compromises the safety and well-being of the residents of any complex due to this policy, residents will only be given access to their complex. All visitors must be signed in. Unauthorized access to any areas in the residence halls is strictly prohibited.

Residents must carry their HawkCard at all times to enter the residence halls and/or use their meal plan. Residents who cannot show a valid ID may be denied access to the building and will be unable to use their meal plan. Lost or broken HawkCards must be reported to ACaPS immediately and be replaced within one business day of being reported as lost or damaged. A replacement fee will be charged for all lost, stolen, or damaged HawkCards. ACaPS may replace malfunctioning cards at no cost.

Upon request, residents are required to show a HawkCard to Illinois Tech staff acting in an official capacity. This includes, but is not limited to, professional and student staff in Residence Life and Public Safety.

To ensure a safe community environment for all residents and their guests/visitors, Residence Life enforces the following Community Desk procedures:

- Upon entering a residence hall, all residents and guests are required to scan their Illinois Tech ID at the front desk. Visitors must show their visitor badge after being registered.
- All Guests and Visitors must be registered by a Resident Host, as outlined in
- If a resident does not have their HawkCard, the Community Desk Assistant must manually verify their residency in the database. The resident must provide their Campus Wide ID number.

If a resident reports their HawkCard lost, stolen, or damaged between 8:30AM and 5PM Monday through Friday, that resident will be sent to Access Card and Parking Services for a new HawkCard. There is a charge for a replacement HawkCard. Outside of these hours, a resident may be issued a temporary ID card by Residence Life staff at no cost, provided it is returned on the next business day.

Q. Noise

The realities of community living dictate that individuals respect community needs for the moderation of noise. Residence Life encourages residents to confront one another when noise is infringing on an individual's right to an environment conducive to sleep and studying. Residence Life staff members may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve communities conducive to learning within the residence halls. Every resident has the right to request quiet from any other resident and/or that resident's guests/visitors. When trying to estimate noise, residents are encouraged to think in terms of maintaining a level that would allow a neighbor to sleep or study undisturbed at any time.

Residence Life suggests that residents limit the size of sound equipment and use headphones whenever possible. Residence Life may require the removal of, at the expense of the resident, sound equipment that causes disturbances.

1. Official Quiet Hours suitable for undisturbed study or sleep are 10:00PM until 8:00AM Sunday through Thursday and 12:00AM (midnight) until 10:00AM Friday and Saturday, unless otherwise agreed upon among the residents of the community. (See Article III, Section I)
2. Courtesy quiet hours are in effect 24 hours a day.
3. During Final Exam Week (beginning on the day prior to the start of exams and ending on the day after the end of exams) 24-hour Quiet Hours are in effect.
4. Each community will have the opportunity to create their own quiet hours by majority vote provided that quiet hours are not adjusted during finals week. Each resident and their guest(s)/visitor(s) must show reasonable concern for the rights of roommates, suitemates, other residents, and their guests.

5. During quiet hours, stereos, radios, televisions, musical instruments, etc., may not be played at a level that demonstrates a lack of consideration for the rights of others, including the off-campus community.
6. Yelling or using “bull-horns” (or any other loud noise) directed outside the windows is an incredible nuisance for all community members, and is strictly prohibited.
7. Stereo bass has a unique ability to travel through room walls; even if the overall noise level is relatively low. Residents are encouraged to check with their surrounding community members if concern exists about noise level or bass. As in other violations of the noise policy, Residence Life may remove sound equipment if stereo bass is negatively impacting the community.
8. Amplifiers are not permitted in the residence halls (except for VanderCook students, with approval from Residence Life).
9. Residents are responsible for excessive noise caused by their guests.
10. All residents and guests/visitors in a room/area where the noise policy is being violated will be held responsible for the behavior, even if they are not being loud. Therefore, if a resident is in an area where others are violating the noise policy, the resident should immediately confront the behavior, and/or leave and report the incident.

R. Pets

Pets or other animals are not allowed in residence halls, even for visits. Service Dogs and/or Emotional Support Animals are not considered pets and are allowed, with prior approval and provided all Illinois Tech [policies and procedures](#) related thereto are complied with, though a resident may be asked to show proof of Service Dog certification, etc. The only exception is fish, maintained to meet acceptable health standards in an aquarium or fishbowl (the tank must be 10 gallons or smaller and may be subject to approval by ORL staff). Residence Life is not responsible for any loss to personal items (including animals) due to interruption of service (e.g. electricity or heat). Residence Life reserves the right to remove pets at the expense of the resident.

S. Room Condition Forms

Room Condition Forms (RCFs) are used to verify the condition of a room prior to the arrival of the resident(s) assigned to that space and upon departure of the resident(s). Each resident is responsible for completing the “Resident Inspection” portion of the RCF upon checking in and submitting the form within the provided timeline by the Office of Residence Life staff. Room Condition Forms are accessed online; it is the resident’s responsibility to verify the items noted on the “Initial Staff Inspection” portion of the RCF and to record any discrepancies before submitting the RCF. Residents must report necessary repairs, if noted, by submitting a Maintenance Request. Upon checking out, Residence Life staff uses the Initial Staff and Resident a to verify the condition of the room.

1. Failure to complete and submit an RCF by the deadline indicated will result in the Resident Inspection being autocomplete with the conditions indicated by staff.
2. Residence Life reserves the right to verify damages recorded in the “Resident Inspection” portion of an RCF that were not recorded in the “Initial Staff Inspection”.
3. Any damages not recorded in either the “Initial Staff Inspection” or “Resident Inspection” portion of the RCF but recorded in the “Final Staff Inspection” portion may be assessed to the resident(s) of the room.

T. Room And Suite/Apartment Care

1. Residents are responsible for the physical cleanliness and safety of their room, suite, or apartment (including bathrooms, kitchens, etc. in apartments and suites) and must periodically clean, dispose of waste, and otherwise maintain the sanitation and safety conditions of their room, suite, or apartment (this includes the bathroom, kitchen, or other common areas of the suite or apartment); residents are expected to recycle materials by placing them in the proper compartment of recycling containers.
2. Alteration of the physical structure of the room/suite/apartment is prohibited. Any such alterations will be removed and the cost of the removal and/or the repairs will be assessed to the resident(s) responsible.
3. No construction, decoration, or arrangement of furniture shall be introduced that creates an unsafe condition, blocks the door, or prohibits safe exit. (If the room is built in such a way that causes issues for following the specific guidelines regarding bed/loft placement, please speak to a Residence Life staff member.
4. All electrical cords must have UL listing and be used in a manner that does not pose a safety hazard (e.g. under rugs, more than one cord per socket, etc.).
5. Taping objects to walls/furniture is not recommended. Any resulting damage is the responsibility of the resident.

U. Sports

1. Playing sports in public areas, lounges, hallways, or rooms, including in-line skating, roller-skating, skateboarding, bicycle riding, and throwing or dribbling any kind of object (e.g. softball, basketball, football, Nerf ball, Frisbee, etc.) are not allowed in the residence halls or apartment facilities. Residents should exercise caution when partaking in any of the above listed activities on campus sidewalks, roadways, and parking areas. Residents should use areas specifically designated for these activities.
2. Running anywhere within the residence halls other than the designated fitness areas on the fitness equipment provided is prohibited except in emergencies.
3. Carrying other individuals (i.e. piggybacks), other than small children or in case of an emergency, is not allowed within the residence halls.
4. Use of items such as Nerf guns and water guns is not permitted in the residence halls.

V. Theft and Vandalism

1. To prevent theft all residents are expected to keep their room doors locked when the room is not occupied.
2. Residents should not leave personal belongings unattended in an unlocked room and/or common spaces.
3. Residents and guests are expected to treat the belongings/property of residents, guests, the residence halls and/or university with respect.
4. Littering is considered a form of vandalism.
5. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent and with the intent to deprive the owner, either permanently or temporarily, of possession. This includes cafeteria dishes, street signs, building directional signs, wet floor signs, etc.
6. No person may deface, alter, destroy, or damage in any other way, either maliciously or carelessly, any property (personal or university) within the residence halls.
7. No resident or guest may obtain property or services by depositing anything, which the resident knows is not lawful money (e.g. in vending machines, laundry facilities, etc.)
8. No resident or guest may tamper with, alter, or otherwise cause machines to malfunction in order to obtain property or services for a value other than that posted.
9. Residents are expected to return borrowed equipment (i.e. carts, sport equipment, etc.) within the specified time limit. It is the resident's responsibility to inform the CDA that the item(s) is/are returned and checked-in. Items not returned and/or items found to be damaged upon return may be replaced at the expense of the resident.
10. University-approved banners or posters, including those posted by Resident Advisors are not to be torn down or defaced at any time.
11. The Office of Residence Life reserves the right to enter resident rooms in order to search for missing property.

Office of Residence Life

Mailing Address:

Office of Residence Life
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Contact Information

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