

**Armory
House Rules
&
Regulations**

2019-2020

Checking into Armory House:

Room Condition Checklist

A Room Condition Checklist will be provided in your room at move in. You will need to indicate both the condition of your room and the location of your bed and desk (if you are in a double room). Once you have completed your room condition checklist, return it to a RA or to the office. If it is not returned by the first day of classes, the condition of your room will be assumed to be in satisfactory condition and you will be responsible for any damage to the room/ furnishings.

Room/ Bathroom and Backdoor Key

Upon your arrival, you will be issued a room and/ or bathroom key as well as a key to the backdoor of AH Main or AH Suites. Residents should carry their keys at all times. If you lose your keys, you will need to complete a key replacement form and a new key will be issued. The cost to replace each key is \$25. If it is necessary to change your lock, it will cost \$150 to replace it.

Key Fob

A key fob will be issued for your use to enter the student kitchens and the back doors of Main and Suites. This will record your name, date, and time you enter the building and kitchen. If it is necessary to replace your fob, the cost will be **\$50** and the lost fob will be deactivated.

If any keys are found after being replaced, the resident will be reimbursed for 50% of the charge.

Checking out of Armory House:

All rooms, regardless of the date or circumstances, should be clean and in good condition at the time of check out. At the end of the academic year, or at any other time you make a room change, AH Staff must inspect your room. Your room remains your responsibility until the final day of your contract.

To properly check out, remove all belongings from your room and bathroom, clean your room and empty your waste can. Return your keys to the AH office and inform the office of your forwarding address. Keys not returned will result in a charge to your account. Any items left in your room after check out will be discarded without additional notice and result in additional charges for removal.

End of Fall Semester

If you will not be returning to AH Main or AH Suites for the Spring semester, you are required to remove all belongings from your room and bathroom prior to the dorm closing for winter break. You are responsible for cleaning your room. Return all keys to the office and provide your forwarding address. Failure to follow the move out guidelines will result in a minimum stayover charge of \$100 per day.

Break Housing:

AH is open during all times that the University of Illinois is in session and is closed during the University's official "break" periods including Thanksgiving Break, Winter Break, and Spring Break. Residents are only allowed to stay during break periods with the approval of management. A separate break housing contract must be completed and all payments must be made in full (if payment is required).

Furniture and Furnishings:

AH Main provides residents with an XL adjustable Twin bed, mattress encasement, mattress pad, desk and desk chair, small dresser, Ethernet cable, waste can, window blinds, white shower curtain and curtain rod.

AH Suites provides residents with a full size bed, mattress pad, mattress encasement, desk and desk chair, Ethernet cable, free standing closet organizer, waste can, window blinds, white shower curtain and curtain rod.

Armory House Rules and Regulations

The following guidelines apply to both AH Main and AH Suites:

1. Furniture/ furnishings are not to be removed from the room under any circumstance (except for desk chairs which may be returned to the office, but must be noted on the room condition checklist).
2. Desk chairs are sturdy but are **not designed** to be leaned back on (where the front legs are off the floor). This puts undue strain on the chair back and can result in breakage. Any damage caused to the chair will be charged to your account. (The fee to replace a broken chair is \$50.)
3. Liquid-filled beds and other liquid-filled furniture are not permitted.
4. Mattress encasements (the zippered covering over your mattress) have been provided for your protection. Under no circumstance shall the encasements be removed or opened.
5. It is the resident's responsibility to provide his/ her own blankets, bed linens, bedspreads, and pillows.
6. Lofting of beds is not permitted. Bed risers may be used to provide additional storage under the bed.

Room Decorations/ Resident Boards:

You are not permitted to hang anything on the sprinkler system pipes, etc. Darts and dartboards are not permitted. The use of sticky tack, tape, adhesives, putty, glue, paste, staples, screws, etc. on walls, furniture, doors, or other woodwork or glass are not permitted. No painting of rooms or furniture is permitted.

AH Management reserves the right to remove any decoration/ display deemed inappropriate within plain sight of public view. Residents may decorate the surface of their room door facing the corridor, provided that it is done according to the guidelines that follow.

1. Decorations may be placed on the door facing the corridor **using magnets only**. Stickers or decals are not allowed.
2. Only non-flammable materials should be used.
3. All room/ door decorations should be removed prior to the resident checking out of his/ her room.

Each resident has been provided with a Resident Board. This board is provided by AH for each resident to use to introduce themselves to other residents. Any damage caused to the Resident Board will be the responsibility of the resident and any cost to repair or replace the board will be charged to the resident's account.

It is not permissible to hang shelves, mirrors, or to mount televisions or other audiovisual equipment on the walls. For hanging posters and lightweight pictures please come to the office for approved materials you may purchase.

Damage to the doors as well as any extra cleaning required will be the responsibility of the resident and may result in a charge to the resident's account. AH Staff will determine the nature and extent of all damages to be charged to the resident's account.

Guidelines for Decoration/ Use of AH Suites Lounges:

The spacious lounges on each floor of AH Suites are the shared living space of the residents on that floor. They are also "public" space, in that visitors and guests are often invited into that area.

- All furniture provided in the lounges is intended for the use of the residents of that floor. Under no circumstances are the furnishings to be moved into an individual resident's room. Fines will be assessed to any resident who does so.
- Please help keep your floor lounge clean (and free of unwelcome insects) by taking your garbage to the trash receptacles in the basement. Under no circumstance are take-out food containers or other trash to be left in the lounge, kitchens, or laundry rooms. If this should become a problem and it cannot be determined who is abusing this policy, the entire floor will be assessed a removal/ cleaning fee.

We understand that residents would like to “personalize” their floor lounge, so we have provided the following guidelines:

- Residents of each floor should mutually agree on the decoration of their lounge. Residents are welcome to decorate with plants (as long as carpet and furniture are protected). Assorted pillows, books, coffee table decorations, etc. can be added for visual interest.
- Video game equipment or other items (even if used by multiple residents) must be stored in the resident’s room or in the storage cabinets in the lounge. Items left out overnight will be placed in the storage cabinets by staff the following morning. (Disregard of this rule will result in items being turned into the office and a fine will be assessed.)

Electrical Appliances:

The following electrical appliances are authorized for use in your room as long as the Underwriter’s Laboratories, Inc., (UL) label is on the appliance: television, dvd player, fans, iron, electronic game systems, personal computers, printers, microwaves, and refrigerators.

The only cooking which can be done in the room is that which can be prepared using a microwave. Microwaves and refrigerators are limited to one per room (unless arrangements have been specifically made with management). Refrigerators are limited to 5 cubic feet in size.

The following appliances are specifically prohibited: hotplates, toasters, torchiere style (floor standing) halogen lamps and lights, space heaters, heating coils, ovens, indoor or outdoor grills, rice cookers, and electric water boilers.

If the use of multiple outlets is needed, a grounded 15 amp surge protected plug-in strip with built in circuit breaker should be used. Basic extension cords and multi plug adapters are not permitted.

If unapproved appliances are observed in a room, you will be asked to remove them from the building. In case of delayed compliance, AH Management reserves the right to remove the item as deemed necessary. Any items used in the student kitchens, and stored in the student’s room, shall be kept in a plastic storage bin in the student’s room.

Room Inspections:

A room inspection is not a room search. Rooms are inspected throughout the semester and semester breaks and at the time of check-out. These inspections are conducted by maintenance staff and other AH staff to: 1) evaluate the condition of the room and furnishings; 2) identify needed maintenance and repairs; 3) check for fire and safety hazards. If damages are noted, you will be charged for the cost of repairs or replacement.

Should AH Staff observe the presence of unauthorized items in the room, these issues will be reported to management. As soon as these issues are brought to your attention, you are expected to correct the situation immediately. If you do not comply, AH reserves the right to remove the items. AH is not responsible for discarded items.

Repairs and Maintenance:

If you have maintenance needs, problems or questions regarding your room, log into your Resident Portal account to complete an on-line maintenance request form. Be sure to complete all sections of the maintenance request form to avoid any unnecessary delays in correcting the problem.

If you have requested a repair in your room, you can expect this repair to be completed between the hours of 9:00 AM and 4:30 PM Monday through Friday. Maintenance staff may enter your room to perform preventive maintenance, needed repairs identified during a room inspection, or an emergency repair.

Windows in Your Room:

To protect window blinds and sills and to conserve energy, windows should be closed when residents are not in their room. Residents may not string antennas out of the windows, store food and/ or beverages near the window or hang clothes, laundry, etc. out the window.

Armory House Rules and Regulations

Residents may not throw anything out of their windows. The smallest item can become a dangerous projectile and cause injury to people and damage to property on the ground. Residents identified as throwing things out of their windows are subject to severe disciplinary and/ or criminal action.

Residents may decorate the window(s) in their rooms only in accordance with the following guidelines:

1. Decorations may only be on the inside of the window surfaces.
2. Decorations must be removable (not permanent).
3. Decorations, which are offensive or inappropriate as determined solely by AH Management, must be modified and/ or removed if deemed necessary.

Damage to Armory House Properties:

Liability Policy: Residents are responsible for the condition of their room and furnishings and for any damages or losses that may occur during their occupancy. If a resident is identified as being responsible for damage, theft, or losses in common areas of the building (such as corridors, elevator, stairwells, lounges, fitness room, dining room, bathrooms, or laundry rooms), they will be billed for the cost of repair or replacement. Amounts billed are additional charges under the AH Main and AH Suites Contract for Room and Board.

All residents will be held collectively responsible for damages, theft, or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified.

Residents are not permitted to make repairs or arrange for them to be made. In an emergency, the Maintenance Staff, RA Staff, or Office Staff should be contacted.

Housekeeping Services:

AH Housekeeping Staff will clean the public areas and your bathroom regularly. The Housekeeping Staff will set up a schedule for cleaning and will clean the bathrooms on a weekly basis.

Residents of AH Main should put their personal trash in the bins located at the end of the hallway on each floor. AH Staff will pick up trash from these areas on a regular basis. For larger boxes, please break them down and take them to the trash dumpster/ recycling bins located in front of the Suites building.

Residents of AH Suites should put their personal trash in the bins located in the basement of the Suites building. AH Staff will pick up trash from these areas on a regular basis. For larger boxes, please break them down and take them to the trash dumpster/ recycling bins located in front of the Suites building.

Day-to-day housekeeping is the responsibility of the resident. Cleaning supplies may be obtained from Office/ RA Staff for your personal use. A photo id must be left in order to borrow cleaning equipment. Depending upon how Housekeeping Staff and others are affected by the persistence of disorderly and unsanitary conditions of your bathroom, AH reserves the right to cancel your housekeeping service.

Enforcement of Rules:

Violation of the AH rules and regulations are subject to the jurisdiction of Resident Advisors and the Armory House Judiciary Board. Violations of University regulations or city, state, or federal laws will be subject to the jurisdiction of the corresponding appropriate authority. A Resident Advisor may issue a written warning or "write-up" to any individual who does not comply with the AH rules and regulations. This includes failure to comply with a request by an RA with regards to any courtesy rule violation.

If a resident receives 3 written warnings or "write-ups", or at the discretion of staff in cases of serious violations of the rules, the resident will be called before the AH Judiciary Board for discipline. The J Board is a group of residents whose purpose is to help ensure a safe, cooperative living environment. Residents may be disciplined through fines, retribution to injured parties, referral to the University Student Disciplinary Board or other consequences.

Safety and Security:

Candles: For the safety of all AH residents, candles, incense, and other flame-emitting items are prohibited in AH Main and Suites.

Explosives, Firearms, Weapons: Possessing, carrying, or using any explosive, firearm or weapon is prohibited in AH. Prohibited items include, but are not limited to, firearms (such as pistols, rifles, shotguns, BB guns, paintball guns, or ammunition), bows and arrows, razors, switchblades, other dangerous knives, explosives, chemicals, and martial arts equipment.

Fire Equipment: Fire safety equipment exists in AH for the protection of the health, safety, and welfare of residents and the protection AH property. Fire alarms are located on every floor of AH Main and the Suites. Familiarize yourself with their locations.

Fire Drills: To comply with state and local fire regulations, fire drills may be conducted in AH at the suggestion/ recommendation of the Fire Department. Whenever the fire alarm sounds, everyone present in the building must evacuate the building. Fire alarms are signaled by a number of loud buzzers, which sounds throughout the buildings. If these buzzers sound, residents should exit immediately by way of either set of fire stairs to the front of the building.

Do Not Use the Elevator. Residents should take a coat and should wear hard soled shoes when exiting. Do not re-enter the building until the "All Clear" notice is given by the Fire Department and/ or AH Staff.

The University of Illinois has set severe penalties for students who: 1) tamper with the alarm system; 2) fail to exercise mature judgment during a fire alarm; or 3) tamper with the fire protection equipment.

Tampering with this equipment is a serious matter that could jeopardize the safety of others. Such equipment tampering can result in severe disciplinary and/ or criminal action against residents and their guests.

Sprinkler System:

Sprinkler heads have been placed in the ceilings/ walls of your room and closet. **Do Not Tamper** with this device or place items close to it. Pushing on or breaking a sprinkler head will cause a flood of water. Your intentional, or unintentional tampering with this device will result in damages for which you will be responsible.

Smoke Detectors:

All rooms within AH Main and Suites are equipped with a smoke detector. The detectors are for all residents' safety. Never tamper with them. If it is determined that your smoke detector has been tampered with or disarmed, you will be charged a fine of \$250.

If the smoke detector starts beeping because the battery is low and needs replaced, complete a maintenance request by logging into your Resident Portal account and the battery will be replaced.

Smoke Free Environment:

AH does not permit smoking anywhere within the confines of the building, including vaping. Additionally, smoking is not permitted in the seating area located at the rear of the building, exterior walkways, or in the front of AH Main or AH Suites. Smoking is permitted in the park located at the rear of AH Main and AH Suites on the far side of the sidewalk.

This policy covers all types of cigarettes, cigars, or pipe smoking. This is to provide each resident with the best possible living environment while residing in AH Properties. An immediate fine of \$50 will be charged to anyone found smoking in non-designated smoking areas. (All fines are credited to the resident activity fund.)

Pest Control:

Armory House hires a professional pest control management company to treat the interiors and exteriors of Armory House. If you notice the presence of pests in your room or public areas, please contact the office immediately so that the areas can be treated.

Armory House Rules and Regulations

In order to keep Armory House pest free, it is important that you do your part. Trash should be taken out regularly from your room/ bathroom, floors should be picked up and vacuumed, and any food items should be stored in air tight containers.

Common Misconceptions about the Presence of Bed Bugs:

Some people still believe that bed bugs are the result of negligent housekeeping. This is simply untrue. Bed bugs have become resistant to many chemicals traditionally used to treat them, and over the last few years a more mobile population have unknowingly spread them around the world.

Having bed bugs is not a shameful thing. Due to the nature of their feeding pattern, it's nearly impossible to pinpoint the origin of an infestation, particularly in large residential structures such as apartments and dormitories. Bed bugs do not transmit disease. Although they bite much like mosquitos, no test has ever shown a link between the bugs and disease.

Frequently Asked Questions:

What are bed bugs?

- Bed bugs are small, wingless insects that do not fly, but can travel across floors or through wall openings.
- Similar to a mosquito, bed bugs bite and suck blood.
- Bed bugs are oval and flat, and range from 1/16 to 1/8 inches long.
- Bed bugs are "hitchhikers" and are often picked up while traveling from hotels and resorts in luggage and laundry.
- Bed bugs can be picked up when visiting your friends in their room or apartment.

What should I do if I suspect there are bed bugs in my room?

- Immediately contact the Armory House office. Do not try to diagnose or treat the problem yourself.
- It is important to determine if there is an infestation and to treat it before it gets worse or spreads.
- Do not try to get rid of bed bugs yourself. Bed bug infestations need to be treated by professionals experienced in effective treatment methods.

How does Armory House handle an infestation?

- ◆ Armory House Properties takes bed bugs seriously. We have covered all our mattresses with special zippered encasements that prevent bed bugs and mites from infesting the mattress and making inspections for bed bugs much easier. These encasements should never be removed from the mattress.
- ◆ If bed bugs are suspected, a professional pest control company is called to inspect the room and belongings in the room. Inspections are done during business hours, Monday – Friday.
- ◆ Once it is determined there are bed bugs present in the room, the professional pest control company will treat the room with chemical applications and/or heat treatments. Chemicals are typically applied along baseboards, in closets, around electrical outlets and furniture. They will always be applied by professionals when there is no occupant present.
- ◆ We do ask that you not enter the room until 3 hours after the completion of treatment.
- ◆ Students are responsible for the preparation of their belongings prior to the treatment by the pest control company. For additional information about what is required of the residents in infected rooms prior, during, and after treatment, please contact the Armory House office.

My roommate has bites, but I don't. Does my stuff have to be treated too?

- Yes, if your room is confirmed to have bed bugs. Bed bugs travel quickly and won't stay on one side of the room. In order to eliminate them, all procedures must be followed by all residents of the infected room and adjoining suite.

What should I not do if I have bed bugs in my room?

- ◆ Do not attempt to treat the problem yourself. A very aggressive approach is needed to eradicate this problem so you should never delay or hesitate to report any concerns.

- ◆ Do not throw away belongings or move them to another room. This risks spreading the problem. Furniture, clothes, and other belongings can be treated but you need to follow accepted procedures which the Armory House office can explain to you.
- ◆ Do not leave trash from an infected room in public trash areas.

Can I change rooms, or stay in a hotel at Armory House expense?

- Our policy is similar to the one followed by University of Illinois Housing. We do not transfer affected students to other rooms or other housing because this only risks spreading the infestation. We provide professional pest control services to treat affected rooms and resident belongings.
- We also follow University of Illinois policy in not allowing the presence of bed bugs in a room to be grounds for termination of the lease.

With the full cooperation between the residents, the Pest Control professionals, and AH Management a bed bug infestation can be successfully treated and controlled. It is important to realize that this is a cooperative effort and residents must be responsible for following all instructions provided by Pest Control and the Armory House office. Failure of a resident to do so, which results in a re-infestation, may result in the resident being responsible for the additional cost of extermination.

Resident Responsibility for Safety & Security:

All residents are responsible for helping ensure that adequate security is maintained in AH. Refrain from behavior that compromises the building and room security, such as leaving room doors unlocked or propping open building doors.

AH Properties is not responsible for loss or damage to resident's personal property; therefore, it is highly recommended that all residents carry personal property insurance on their belongings. Parent's should have their homeowner's insurance policy (coverage) extended to protect residents' belongings while they are away from home at school. The insurance should be extended to cover both theft and damage to personal belongings.

1. Do not allow strangers to enter AH with you.
2. Notify Staff immediately if you notice anyone acting suspiciously.
3. Do not lend your keys to anyone.
4. Never leave entry doors propped open.

Suspicious Activities Should be Reported:

Suspicious activities include: Persons going from room to room trying door knobs; persons loitering at unusual hours and locations; persons running (especially if something of value is being carried); persons exhibiting unusual mental, emotional, or physical symptoms; persons carrying AH property; open or broken windows or doors; and unusual noise or screams.

Some people fail to report suspicious activities because they are not aware of what seemingly innocent activities might be suspicious. Others may notice a suspicious activity and be hesitant to call for fear of seeming over-reactive or embarrassed. Still, others take for granted that someone else has called. Call immediately about any suspicious activity. Do not worry about bothering staff on duty because that is why they are here. Do not be concerned about being embarrassed if your suspicions prove unfounded. Think instead about what could happen if you do not act.

It is critical that you remember the vital role you play in maintaining a safe and secure environment. No matter how many security measures we employ or how sophisticated of a mechanical system we install, the safety and security of the residents can be compromised by careless behavior. Please keep this in mind the next time you are tempted to prop open a door, or let someone into the building that you do not know.

Armory House Rules and Regulations

Guests of AH Residents:

AH is intended for use by residents of the building and their guests. A guest is defined as a person visiting a resident of AH at the resident's invitation.

In order to allow roommates the opportunity to get to know each other and get settled in, no overnight guests will be allowed in AH during the first week of classes.

The following guidelines relate to all guests:

1. It is the responsibility of the resident to ensure that he/she is aware of AH Guest policies. Guests are held responsible for their own actions and for knowledge of regulations; however, the resident is also responsible for the actions of their guests and held accountable for any damages committed by his/ her guest.
2. Residents are permitted to have guests in their rooms only if there is no objection from their roommate. Residents are permitted to have overnight guests for a maximum of two consecutive nights. Guests may not move from one resident's room to another in order to extend their stay in Armor House.
3. Room and exterior door keys will not be provided for guests. Residents are not to give their keys to guests in order for them to gain access to AH.
4. Only residents and their invited guests are permitted into the living areas of the building, i.e., locations other than the lobby which include individual room and floor lounges. Individuals found in the building who are not residents or guests of residents are considered to be trespassing.

Pets:

For sanitation and safety purposes, animals and/or laboratory specimens may not be kept in any AH Property for any period of time. The penalty for a first offense is \$100. Failure to comply will result in the removal of the pet and further disciplinary action.

Quiet Hours Policy:

In order to support the academic mission of our residents, AH has a strict policy concerning noise and quiet hours. It is important that residents understand that AH must be a place conducive to studying and sleeping. Quiet hours will be posted in the buildings upon move in. During Quiet Hours, no noise in any room should be audible outside the room. Quiet Hours are to be enforced by the residents with assistance from RA Staff in problem situations. Always be considerate of others and comply with any request to be quiet. Disciplinary action will be taken if quiet hours are not followed.

24 Hour Courtesy Policy:

With the close proximity of students residing in the dorm, the "Courtesy Rule" is always in effect. The "Courtesy Rule" states that if your music or the noise-level from your room is deemed too loud by other residents or the RA Staff, even if it is not during official quiet hours, you must comply and quiet down out of common courtesy for your fellow residents.

Musical Instruments:

You are permitted to play musical instruments in your room only if it does not disturb other residents. The courtesy rule is always in effect. No amplification is allowed. Check in the office for further information about the availability of practice space.

Alcohol/ Drug Policy:

Because the majority of residents are under 21 years of age, it is important that all residents understand the rules and policies of the University and Illinois and state laws regarding alcoholic beverages and the way in which the RA Staff will enforce these rules and policies.

Armory House Rules and Regulations

1. It is a violation of state law for those under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to furnish, sell, or give alcoholic beverages or permit alcoholic beverages to be sold, furnished, or given to any minor.
2. Possession of alcoholic beverages, within the resident's private living area, is only permitted by residents of legal drinking age as specified by state law. **No alcohol is permitted in public areas of AH Main or AH Suites regardless of age.**
3. Any party or gathering at which the rules and regulations regarding alcoholic beverages have been violated will be terminated and those students in violation will be referred to the Owner, the Office of Judicial Affairs, and/ or the Champaign Police.
4. The use or possession of illegal drugs is strictly prohibited. If AHP management or staff has reason to suspect illegal drug use, the University of Illinois and/ or Champaign Police (Alcohol and Drug Task Force) will be notified to conduct a room search.
5. Failure to comply with the direction of or to present identification to the RA Staff acting in the performance of their duties is a violation of AH Rules and Regulations. At his/ her discretion, RA's may issue a written warning (write-up) to any individual who does not comply with any of the Armory House Rules and Regulations.
6. Supplying false information, such as name, age, etc., to the RA Staff who are acting in the performance of their duties, is a violation of AH Rules and Regulations.
7. It is the responsibility of the Champaign Police to enforce the criminal laws of Illinois. In the event of involvement of the Champaign Police, civil or criminal prosecution, as well as University disciplinary action may result.

Charges and Fines:

Replacement Key	\$25.00 each
Replacement FOB	\$50.00
Smoking on property	\$50.00 (1st offense) and write up, \$100.00 (any additional offense)
Tampering with a smoke detector	\$250.00(possible referral to the university judicial system)
Cooking in Your Room	\$200.00 (1st offense) and write up, \$300.00 (any additional offense) and automat-
Housing an unapproved pet in your room	\$200.00 (1st offense) and write up, \$300.00 (any additional offense) and automat-ic referral to J Board
Envelope (standard size)	\$0.50 each
Envelope (large document size)	\$1.00 each
First Class Stamp	\$0.75 each
To Go Container (Large Square)	\$5.00 each
To Go Container (Small Round)	\$3.00 each
Outgoing Fax / Scan to Email	\$2.00 /. Fax or scan
Bicycle Parking Sticker	\$10.00
Trash Bags	\$3.00 per box

Armory House Rules and Regulations

Laundry Facilities:

There are laundry rooms with washers and dryers on floors 1 and 2 of AH Suites and on the first floor of AH Main. The washers and dryers are available 24 hours a day for the exclusive use of AH residents. Residents are advised to note the amount of time on the laundry machines and return to remove their laundry at the end of the cycle. Laundry left in the machine for extended periods of time will be removed and a fine will be assessed.

Heavy blankets and comforters are **not allowed** to be laundered in AH washers or dryers. Doing so may cause the belt to overheat and require the fire department to be called. In the event this occurs, you will be responsible for all fines assessed and any damage.

Fitness Room:

The fitness room is provided for the use of AH residents. Guests must be accompanied by a resident and they need to be willing to relinquish the use of the equipment if an AH resident is waiting. The courtesy rule is always in effect (i.e. limit of 30 minutes per machine if others are waiting.) Any abuse of the room or its equipment will result in being prohibited from using the fitness room and/or appropriate fines or assessment of damages.

Study Lounge:

The study lounge has been provided to the residents of AH to serve as a quiet place to study or work on projects. Please refrain from eating and drinking in the study lounge. Personal items should be kept with you at all times and should not disturb others wishing to use the study lounge.

Additional guidelines for the use of the study lounge will be posted and should be observed. Any abuse of the room or its equipment will result in being prohibited from using the lounge and/or appropriate fines or assessment of damages.

AH Lounge:

The lounge is provided for the use of AH residents. Guests must be accompanied by a resident and they need to be willing to relinquish the use of any audio-video equipment if an AH resident is waiting to use it. **The lounge is locked each evening at 11:30 pm** so this should be kept in mind when starting to watch a movie.

Additional guidelines for the use of the lounge will be posted and should be observed. Any abuse of the room or its equipment will result in being prohibited from using the lounge and/or appropriate fines or assessment of damages.

Student Kitchens:

To enter the student kitchens you will need to swipe the fob issued to you at check-in. This will record your name and time you enter the kitchen. To exit the kitchens, you will need to press the red button next to the door. If it is necessary to replace your fob, the cost will be **\$50** and the lost fob will be deactivated. Never loan your fob to someone else or attempt to prop open a kitchen door as this will activate an alarm.

The student kitchens are a shared public space, therefore it is important that all residents are respectful of this fact. It is your responsibility to clean the kitchen after using it.

Negligence or failure to follow the kitchen rules may result in the termination of the privilege of using the kitchen. **In addition, fines ranging from \$100 - \$500 may be issued at the discretion of management depending upon the severity of the infraction. If the smoke alarm is set off and the fire department is called out, any additional costs associated with this will be assessed to those responsible.**

Guidelines for use of the Student Kitchens:

1. The student kitchens are a shared public space, therefore, it is important that all residents are respectful of this fact when using the kitchen. Negligence may result in the termination of kitchen privileges.
2. **Always remain with your food while cooking**, especially while food is cooking on the stove top. Do not leave the kitchen. This is a serious fire safety issue that could potentially endanger the entire house and can result in fines and/or loss of kitchen privileges.
3. The kitchen door should be closed and the microwave vent should remain on at all times.
4. You must clean up after yourself. This includes, but is not limited to cleaning up any spills on the stove, in the oven, on the countertop and in the sink. Always leave the kitchens looking better than when you started.
5. All cookware should be washed and returned to your room immediately after use. Any dishes left in the kitchen or the sink will be removed by the housekeeping staff and discarded.
6. Your name and date should be clearly written on any item left in the refrigerator or freezer. Items should not be left in either location longer than 1 week.
7. Food must be properly stored or it will be disposed of immediately.
8. No small appliances should be left in the kitchen. All cooking items (pots, pans, dishware, utensils) should be kept in your room.
9. Cover all food when using the microwave, do not use aluminum foil.
10. Remove pizza from box before reheating in the oven.
11. If using cooking spray, spray your pan over the sink, not the stove. Immediately rinse the sink after spraying.

Failure to follow these rules and any additional posted rules may result in being denied the use of the space, fines, and/or being referred to the J-Board.

Transportation:

Bicycles: If you choose to have a bicycle, you must register your bicycle with the office. After registering, you will receive a parking tag which must be put on your bicycle immediately. If your tag is unreadable or not placed in the proper location, the bicycle will be removed and disposed of.

Bicycles are to be kept only in the bike racks provided by AH. They are not to be chained anywhere else on the premises. Bicycles are not to be stored in your room under any circumstance. If a bicycle is found in your room, a fine will be assessed. Armory House Properties shall not be liable for any damages or loss to renter's bicycle and is not liable for any theft, fire, or damage to the bicycle or person. (Check with the office on availability of indoor or outdoor bicycle parking. Additional fee applies.)

Motorcycles/ Mopeds: Motorcycles are not allowed to be parked in the bicycle area, nor in any other non-designated motorcycle area. Check with the AH office on availability of motorcycle parking. If a motorcycle is found illegally parked, it will be removed at the owner's expense.

Vehicles: Parking spaces are rented by the academic year (or semester) and full payment is required in advance. (Check with the AH office for availability.) All spaces are reserved on a first come, first serve basis.

Armory House Rules and Regulations

1. Each vehicle is issued a parking space and corresponding hang-tag (to be displayed on the rear view mirror). If for any reason you do not have your hang-tag, you must contact the office for a temporary tag.
2. If it is necessary to temporarily change vehicles during the year, you must notify the office and place your hang-tag in the new vehicle.
3. If you change vehicles during the year, you must complete a new parking contract and submit it to the AH office.
4. You must park only in your assigned space. Parking in other spaces puts you at risk for being towed.

Board (Food Service):

A professional food service company provides AH residents some of the best food on campus. Three meals per day are served Monday - Saturday with a brunch on Sunday. Armory House offers 200, 250 or 300 meals per semester. There are a variety of entrees, soup, salad bar, creation station, and desserts available every day meals are served during the academic year. Meals are not provided on University holidays when classes are not in session.

Changing Board Plans/ Special Diets: After July 1, plans may only be changed by increasing the number of meals selected for the semester. It is not possible to provide specific menus for special diets. A resident with special requirements (religious, medical, personal dietary preference, etc.) that cannot be fulfilled by individual selection from the multiple choice menu offered should keep that in consideration when contracting with AH.

Dining Policies:

- Entry into the serving/ dining area is only permitted after first being checked in. Guests will not be allowed in the dining area unless they have been checked in.
- The only items permitted to be removed from the dining area is a piece of fruit, a handheld dessert, a drink in a disposable cup, or your meal in a take-out container.
- No dinnerware, glasses, or silverware are allowed out of the dining area. Failure to comply will result in a \$25 fine. A third offense will result in an automatic referral to J-Board.
- The dining room will be open from 8 pm to midnight each evening to serve as a study area.

Dining Options:

Take-out Policy: We understand that there may be times when you would prefer to get your meal to go and are happy to provide you with an alternative. Refer to the following guidelines when using the take out option.

- A reusable take-out container may be purchased from the office. Only take-out containers purchased from AH may be used to remove food from the serving area.
- The take-out option is an alternative to eating in the dining room. You are not allowed to eat your meal in the dining room and then take additional food out of the dining room in a take-out container. Doing so will result in an additional meal charge.

Sack Lunch: Sack lunches are provided for those students who cannot get back to AH for lunch. Sack lunches may be ordered by requesting it at dinner the night before. The sack lunch counts as one of your meals.

Late Plate: The late plate option is available to those residents who are unable to make it back to AH during meal times. Orders may be placed with kitchen staff by providing your personal take out container (labeled with your name) and your requested meal. When you return to AH, you may pick up your meal from kitchen staff (or an RA if after hours). If you return to AH before the serving line closes, you will still need to pick up your late plate. The late plate option will be counted as one of your meals.

Guest Meals: Guest meals are only included in the 300 meals per semester plan. In order for a guest to eat with you, you must purchase a meal. Meal rates will be available at the checker station and meals may be purchased from the checker.