

RESIDENT HANDBOOK

2023-2024

Resident Information
Community Rules



WELCOME HOME!

We are excited to start this new school year! We have gathered together the most important information you will need as an Armory House resident in this document, and we encourage you to refer to it often **throughout** the year.

The following Armory House rules and regulations will, therefore, be subject to change as needed.

2023-2024 Armory House Resident Information and Community Rules

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PART A: RESIDENT INFORMATION

1) MOVE-IN INFORMATION

BEFORE YOU MOVE IN:

1. Complete the mandatory form listed in your email, so we can prepare for your arrival accordingly.
2. **Download Illinois App.**
3. **Watch these tutorial clips.** We have enclosed the link below. <https://www.armoryhouse.com/life-ah>
4. **Plan your trip.** While completing the Registration Form. Pack light. Please refer to this list for recommended items to bring and what **NOT** to bring, by the University of Illinois. <https://housing.illinois.edu/Tools/move-in/checklist>.
5. **Take a COVID test.** We highly recommend everyone to do so.

OUT-OF-STATE AND INTERNATIONAL STUDENTS

1. Flights can easily get delayed, so we highly recommend that you reserve a hotel now. **Please note the days and time periods when you are allowed to move into Armory House and plan accordingly.**
2. Once you check in to your hotel, we recommend that you take a COVID-19 test.
3. Here are some hotels in the area:

- **iHotel:** The iHotel provides shuttle services to and from the Willard airport and Illini Terminal (At least 24 hr notice required) When reserving the room, please provide your travel information such as flight, train or bus schedule, and request this service to pick you up. Then, they can drop you off at Armory House when we are open for move-in. <https://stayatthei.com/>

- **Hyatt Place:** Hyatt Place can pick you up from the airport. Please follow the link to make a reservation. <https://www.hyatt.com/en-US/hotel/illinois/hyatt-place-champaign-urbana/cmizc>

- **Illini Union:** <https://illiniunionhotel.illinois.edu/>

4. Be sure to pack at least your sheets and towels for your first night at Armory House.

MOVE-IN PROCEDURE:

1. **Parking:** You can park briefly on Second Street right in front of Armory House while you unload your vehicle. You will have to move your vehicle immediately after unloading to allow for other residents to move in. There will be metered parking around the area, so please bring your quarters and/or download the **"Mobile Meter"** parking app.
2. **Moving carts:** Moving carts are available to check out at the office.
3. **Garbage or recycling:** A large dumpster in front of the building is provided for trash removal. Please be sure to break down any boxes and to have your trash in securely tied garbage bags.
4. **Room Condition Report:** Please note the condition of your room on the room condition report provided in your room, be sure to list the location of your bed and desk if you are in a double room. Return the report to the RA or the office by the first day of classes.

2) COMMUNICATION

2.1) RECEIVE INFORMATION

To receive important information, we recommend that you check your email regularly and sign up for important service announcements.

Check your emails

Be sure to check your email regularly, as that is our primary form of communication with our residents! We will use the **email address associated with your Resident Portal account**, so make sure to update that account with your preferred email address!

Illini Alert

Sign up for Illini Alerts to receive timely, critical, and specific information about campus emergency events.

2.2) REQUEST A SERVICE OR REPORT PROBLEMS

To avoid delays in services, it is critical that you use the correct channel of communication to report or inquire about specific types of services.

Internet and Wi-Fi Service

To receive technical support concerning your internet, please email netsupport@armoryhouse.com or call 217-337-8888 to report the problems. You must leave your name, building and room number, and a detailed explanation of the problem you are experiencing.

Maintenance Request and Make Payments via Resident Portal

Maintenance Requests: Starting Thursday, August 18th, you can easily request maintenance for your room through your resident portal account. Before August 19th, please simply email

Payments: you can make payments by echeck or credit card, as well as see a history of your charges and payments.

info@armoryhouse.com with any requests. Be sure to be as detailed as possible about the issue you are experiencing.

For general inquiries, please email Info@armoryhouse.com

Please feel free to email [info@armoryhouse](mailto:info@armoryhouse.com) if you have general inquiries, we will direct you to the right person. However, for internet and maintenance requests, you must follow the methods above.

Need help during RA hours, call or message the RA through GroupMe

The **RA on duty** can be reached from **8 pm to 8 am** at 217-991-0025. Please report the problem early and do not wait until later in the night. After 11 pm, we ask that residents only contact RAs in case of emergency. Please bear in mind that RAs are students and will have to attend classes the next day as well.

During the weekend, if you need immediate assistance, you can call between 10 AM - 6 PM.

(Please note that the RA phone number should only be used by AH Residents.) You can also message the RA on duty through GroupMe. We will have a private group set up for all of our residents, so download the app if you don't already have it!

Office Phone: 217-384-4499

Staff can be reached by phone Monday through Friday between 10 AM and 4 PM. If calling outside those hours, or if staff is unavailable, you will have two options:

- 1) If you need to report a maintenance emergency, such as a water leak, press 1 to speak with someone about the issue. Our maintenance staff will be alerted in a timely manner.
- 2) If it is not an emergency, please leave a message at the tone. Be sure to include your name, phone number and the reason for your call. We will get back to you as soon as possible!

IMPORTANT CONTACT INFORMATION

Please program these numbers to your phone.

- For emergencies, do not hesitate to call 911!
- For building emergencies, please call 217-384-4499 and press 1 to speak with someone about the issue.
- U of I Police: 217-333-1216
- Champaign Police 217-351-4545
- Safe Rides: 217-265-7433
- AH Office: 217-384-4499 e: Info@armoryhouse.com
- AH RAs: 217-991-0025
- AH Netsupport-217-337-8888 e: netsupport@armoryhouse.com Please be sure to leave a detailed message including your name, building, room number and problems. Please be advised that AH will only be responsible for our own network. We cannot help with personal hardware issues.

3) EVERYDAY LIFE AT ARMORY HOUSE

Laundry

- Laundry rooms are located on the first and second floors of AH Suites and on the first floor of AH Main, and they are open 24/7. Laundry is free, no coins or credits are required!
- Detergent should always be HE (High Efficiency)
- Be sure not to overload the machines.

- Laundry should be removed immediately once the cycle is complete.
- Remove all lint from the lint trap once your load is complete and throw in the laundry room trash can. Please do not put the lint in the sink. Only lint and dryer sheets should be placed in the laundry room trash can.
- Clothing should never be hung from a door or the room sprinklers. A drying rack may be used in your room.
- Heavy blankets and comforters cannot be laundered in AH washers or dryers. Doing so may cause the belt to overheat and require the fire department to be called.

Bathroom

- When using the shower, be sure the exhaust fan is running. It is recommended to run your exhaust fan for an additional 15-20 minutes after your shower in order to remove the steam and humidity from your bathroom.
- **The shower curtain should always be inside the tub when showering.** If water does puddle on the floor, please clean the floor as quickly as possible so that damage does not occur to the room below you.
- We highly recommend purchasing a bathmat to be used in the bathroom. It should be used when stepping out of the shower/tub to reduce the amount of water on the floor. It will also help to reduce the noise in the bathroom.

Dining

Please visit our website, www.armoryhouse.com, for the most up to date dining policy.

Trash and Recycling

- Students are asked to bag their trash, securely tie and take it directly outside to the trash enclosure in front of Armory House Suites
- Never place food waste (such as take out) in the trash bins without first putting it in a tightly secured trash bag.
- All boxes should be broken down (made to lay flat) and placed in the blue recycling containers located in the gated trash area in front of the building or the basement of AH Suites.
- Failure to follow these guidelines may result in a fine.

Housekeeping

- AH Housekeeping Staff will clean and sanitize the public areas regularly.
- Bathrooms will be cleaned once a week and toilet paper will be provided.
- Keeping your room clean is your responsibility, but cleaning supplies can be borrowed from the office.

Mail and Packages

- Mail will be distributed to your mailbox Monday through Friday during office hours.
- Packages can be picked up during the package hours, Monday-Friday, 7-8 PM. The building will be locked 24/7 and there are cameras to ensure the security of your items. Be sure to track the shipping information of your package, packages must be picked up within two days of delivery.

Student Kitchens

- Other than using a microwave, cooking in your room is not allowed. You may only cook in the student kitchens from 7 am – 11 pm. If you are found to be cooking in your room, a minimum fine of \$250 will be charged. This is a safety issue and will be taken very seriously.
- You must remain with your food while it is cooking. Never leave the room when using the microwave, oven, or stove.
- You must clean up after yourself when cooking in the student kitchens. Do not leave your personal dishware in the kitchen sinks. Please follow the posted cleaning guidelines.
- This is a brief overview, so please refer to page Part B of this document for the complete list of kitchen rules.
- Negligence or failure to follow the kitchen rules may result in the termination of the privilege of using the kitchen.

Alarms and Sprinklers

- Do not touch or hang items from the sprinkler heads. **This could set off the alarm and flood your room.**
- Your intentional or unintentional tampering of the sprinkler heads will result in damages for which you will be responsible.
- If you tamper with the smoke alarm in your room (to disable it) you will be assessed a minimum fine of \$250. (Any repeated disabling of the smoke alarm will result in referral to the University Judiciary System.) The smoke alarms are for your protection as well as the safety for everyone in the building.

Guest Policy

Please check your Illinois email for the most up-to-date information.

Building Access:

Exterior doors will be locked when the office closes at 4:00 pm. Do not leave doors propped open - this compromises the security of all residents.

4) COVID-19

Armory House is committed to providing a safe living environment for all of our residents, especially now with the public safety and health concerns dealing with COVID-19. We follow guidance from the CDC, Champaign-Urbana Public Health, as well as the University of Illinois as it relates to COVID protocols. This guidance can change throughout the year as the need arises.

Write-ups, Fines and Lease Termination

The wellness of the Armory House Community (students and staff) will depend on everyone doing their part. We are committed to following CDC and Champaign -Urbana Public Health guidelines and University of

Illinois COVID policies. **Residents who do not comply with these guidelines and jeopardize the health and well-being of others will be written up and/or fined. Repeated offenses may result in the termination of your lease.**

PART B: COMMUNITY RULES

1) HOUSING INFORMATION

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.

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.

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. (The one exception is for desk chairs, which may be returned to the office. This 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, you can use push pins or command hooks.

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 lounges on each floor of AH Suites are the shared living space of the residents on that floor.

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. (Disregarding 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 Underwriters 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.

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 online maintenance request form. Be sure to be as detailed as possible about the issue you are experiencing.

In order to maintain the health and safety of both you and our staff members, **residents will be required to leave their room while maintenance is being performed.** We will contact you by email to coordinate a day and time for your maintenance request to be addressed.

Windows in Your 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.

Residents may not throw anything out of their windows. 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:

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.

Transportation: Bicycles, Motorcycles/ Mopeds/Vehicles

Bicycles: If you choose to have a bicycle, you must register it 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 the renter's bicycle and is not liable for any theft, fire, or damage to the bicycle or person. (Check with the office on the availability of indoor or outdoor bicycle parking. Additional fees may apply.)

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 the 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.

1. Each vehicle is issued a parking space and corresponding hang-tag (to be displayed on the rearview 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 of being towed.

2) RESIDENT RESPONSIBILITY FOR SAFETY AND 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 a resident's personal property; therefore, it is highly recommended that all residents carry personal property insurance on their belongings. Parents should have their homeowners 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 carrying AH property; broken windows or doors; unusual noises or screams.

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.

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 \$200. Failure to comply will result in an additional fine of \$300, the removal of the pet, and further disciplinary action.

Quiet Hours Policy:

In order to support the academic mission of our residents, 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. 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.

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 their 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 the involvement of the Champaign Police, civil or criminal prosecution, as well as University disciplinary action may result.

Miscellaneous Charges and Fines:

Replacement Key	\$25.00 each
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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)
Housing an unapproved pet in your room	\$200.00 (1st offense) and write up, \$300.00 (any additional offense)

FEES

Envelope (standard size)	\$0.50 each
Envelope (large document size)	\$1.00 each
First Class Stamp	\$0.75 each
Outgoing Fax / Scan to Email	\$2.00
Bicycle Parking Sticker	\$10.00

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 may 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.

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.

If you would like to reserve the study lounge for an exam, academic meeting, or some other reason, please email the office at info@armoryhouse.com. We will need the request at least 5 business days in advance, and we will do our best to accommodate your request!

AH Lounge:

The lounge is provided for the use of AH residents. **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 stovetop. 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. Please note that the AH Main kitchen is not intended for personal storage. It is specifically designed for storing plates only. As for the AH Suites refrigerators, kindly ensure that your food items are placed in a large plastic ziplock bag with your name and date clearly marked. Remember, items should not be left in either location for more 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 the pizza from the 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 a write-up.

3) ENFORCEMENT OF RULES

Violation of the AH rules and regulations are subject to the jurisdiction of Resident Advisors and the Armory House Staff. 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 need to meet with the AH Staff to discuss the offenses.

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 of 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.

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.

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.

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 airtight containers.

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.

4) BREAK HOUSING AND CHECKING OUT OF ARMORY HOUSE

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 any payment is required).

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 stay over charge of \$100 per day.