

**Welcome to University Housing!**



Photo provided by UII University Relations

# **Summer 2010 Conference Residence Hall Guidebook**

**Hillcrest & Rienow Halls**



A copy of this guidebook is provided to every conference participant and sponsor.



Welcome to the University of Iowa and to Hillcrest and Rienow Residence Halls. The University is pleased to make its adult housing facilities available to non-adult second-

ary students enrolled in summer camp programs who are mature enough to live independently on campus with limited staff supervision. Because the University Housing system is not designed to provide custodial supervision for persons under the age of 18, parents are advised to enroll their children in a summer program only if they believe their son or daughter is mature enough to live responsibly in an environment where building access is not restricted to residents only, and the residents are free to come and go as they please within the residence halls during certain hours of the day and evening. To cancel a summer camp registration prior to move-in, please refer to the information provided to you by "your" specific camp sponsor and follow the cancellation instructions provided in that material.

#### At your service!

The live-in residence life staff, desk personnel, or conference staff are always available to answer any questions you may have. In order to make full use of the facilities and services in the halls, please refer to the following information.

#### Automated Teller Machine (ATM)

There is a 24-hour automated teller machine (ATM) in the Hillcrest lobby. Desks do not cash checks or make change.

#### Building Desks

The Hillcrest desk in the main lobby is open 24-hours a day while camps and conferences are in session. Hours before June 3 and after July 22 will be 8:00 a.m. to 4:30 p.m., Monday through Friday. Report any problems to the desk in person or by phone.

The Rienow desk in the lobby will be open on a 24-hour basis while summer camps/conferences are in residence in that building. Quad and Slater will be closed this summer due to construction. The phone numbers for the desks are as follows:

Rienow Desk 319-33(5-9732)

\*Hillcrest Desk 319-33(5-9170)

\*(main 24-hour desk for West Side)

#### Computers

Youth conferences and/or camps will NOT HAVE Internet/ResNet connectivity in their individual rooms for summer, nor will they have access to wireless internet on campus. The Hillcrest ITC is available on a reservation basis only, by conference sponsors.

#### Construction

Quad and Slater Halls will be off-line for summer of 2010. In Quad Hall, staff will be updating the cold water feed to the building. Hillcrest Hall will be undergoing renovations in the H400 wing. The south sundeck roof will also be replaced in Hillcrest.

These construction projects may cause inconvenience (dust, noise, etc.). We will do our best to notify you in advance if construction affecting your room will be taking place.

#### Custodial Service

The custodial care of your room such as trash removal or towel service will depend upon the arrangements made by your conference sponsor. If towels are provided in your room, please be aware that they are provided for both you and your roommate. Sheets and towels are distributed to your room based on provisions selected by your conference sponsor. Requests for additional sheets and towels cannot be honored.

#### Damage Policy

You will be responsible for the cost of repairs for any room damages that occur during

the time of occupancy as well as for any public space damage that is caused by you or your group.

### Entrances

Hillcrest main entrances are unlocked at 6:00 a.m. and locked at 7:00 p.m. All other entrances will remain locked at all times.

For debate groups housed in Rienow, the main entrances will be open from 8:00 a.m. to 4:30 p.m. daily, Sunday through Saturday. Main entrance prox cards are issued to debate guests living in Rienow for after-hours building access and elevator/corridor access.

Do not prop open outside entrance doors. When locked doors are propped open, hall security is compromised as non-residents are allowed to enter at will. If you see a locked door that has been propped open, please close it.

### Furniture

All University furniture provided in individual rooms at check-in must remain in each room. University Housing prohibits altering lofts during the summer; lofts must remain assembled in the manner in which they were pre-set when campers moved into their rooms. Please leave mattresses on the beds. Furniture will not be removed from rooms based on occupancy.

### Illness or Injury

If any conference participant under the age of 18 becomes ill or is injured while staying in University of Iowa residence halls, his/her parents or guardians will be contacted immediately by the conference sponsor or by professional live-in Housing staff.

### Laundry Rooms

There are laundry rooms available for summer guests to use in Rienow and in Hillcrest. Washers and dryers are operated by University of Iowa debit card only. Machines are not coin operated. Residents may purchase Hawkeye Select debit cards to operate the laundry ma-

chines. Hawkeye Select cards can be purchased from a vending machine located in the Hillcrest lobby. Laundry funds may also be added to "board plan cards." Upon check-in, residents should contact their building desk to receive instructions on how to use the laundry facilities.

Washers are \$1.00 per wash and \$1.00 per load for dryers. Debit cards cost \$1.00 for the initial card.

### Liability

The University does not carry insurance on the personal property of any resident. Each resident should determine if his or her personal property is covered by a homeowner's policy; if not, it is recommended that personal property insurance be purchased. We also recommend that participants leave valuables at home.

### Maintenance


Regular maintenance work and repairs are scheduled during the summer months. Maintenance and custodial personnel may need to enter your room to repair, replace, or service furnishings. If you have questions about these activities, please contact the Hillcrest 24-hour desk.

Maintenance or custodial problems and maintenance emergencies for Hillcrest and Rienow should be reported to building desks as soon as possible. General maintenance and custodial problems will be attended to Monday through Friday during working hours (8 am-4:30 pm). Emergencies will be responded to on a 24-hour basis. After office hours and on weekends, report all maintenance or custodial problems to the counselors on your floor or the Hillcrest 24-hour desk at 319-333(5-9170).

### Messages and Mail

Sports Camps' messages will be taken to the Hillcrest desk and delivered to residents by sports counselors. Sports Camps' mail will be given to counselors for distribution. Speech and Hearing, and Debate personnel will pick up

and distribute their own mail. U.S. Mail drop boxes are located in the lobbies of Rienow and Hillcrest. Mail should be addressed as follows:

<p>Your name</p> <p>Camp / Conference Name</p> <p>100 Hillcrest or 100 Rienow</p> <p>Room # (if known)</p> <p>Iowa City, Iowa 52242-(1115 for Hillcrest, 1119 for Rienow)</p>	
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### Parking

During check-in for sports camps, parking is available at an hourly rate, in the lot north of Quadrangle and Hillcrest halls. Parking is also available at the parking meters. Meters are monitored from 7:30 a.m. through 11:00 p.m. daily. Campers who choose to drive may purchase a temporary permit at check-in to park in the Hawkeye Storage lot, west of the Hall of Fame building. If parking procedures are not followed, vehicles may be ticketed and possibly towed.

### Room Keys

You will be issued a key to your room when you check in. Debate guests living in Rienow will be issued a room key and prox. card for building entrances (after hours access). You should keep your door locked at all times as most thefts occur in less than thirty seconds and are crimes of opportunity. Always keep your key/prox. card with you and double-check that your door is locked when you leave your room. Never loan your key/prox. card to others. If you lose a key/prox. card, report it to your building desk as soon as possible. There will be a \$15 charge for each lost key/prox. card. Report any thefts to Public Safety immediately at 319-33(5-5022). Please return your key/prox. card to your building desk when you check out. Sports campers: return your key to your counselor.

### Smoke Detectors

Room and hallway smoke detectors are sensitive to airborne particles including cigarette smoke and hair spray. Intentional activation of any fire detection device without reasonable cause will result in disciplinary action. Any problem with a smoke detector should be reported to the Hillcrest 24-hour desk. Do not touch/remove smoke detectors at anytime for any reason. Do not hang items from sprinkler heads and/or fire equipment.

### Substance Free Halls - Alcohol & Smoking

The University of Iowa residence halls are substance-free environments. All camp and conference participants and staff, regardless of age, are not permitted to consume or use alcohol, illegal drugs or smoking products anywhere in the University of Iowa residence halls. Alcohol possession and consumption is not allowed even if the summer resident is 21 years or older. Counselors/live-in staff and students over 18 years of age may possess and are allowed to store tobacco and legal smoking products but may not use them in the residence halls. (See Smoking/Tobacco Use inside back cover of this document for further information.)

### Telephones

House (on-campus) phones and pay phones are located in the lobby area of Hillcrest. Telephones are not provided in student rooms.

### Vending

The Hillcrest vending area is located down the hall from the desk area and Rienow vending is in the basement. For money lost in vending machines or vending service, guests should call the phone number listed on the machine. Building desks do not issue refunds.

# Emergency Procedures

If any emergency arises, help may be summoned by dialing 911.

## Tornado/Severe Weather

In the event that a tornado is sighted in or around the Iowa City area, the Severe Weather System whistle will sound a steady three- to five-minute signal indicating a tornado warning. In addition, a campus outdoor alarm will sound for three minutes. In all residence halls, an indoor message will be aired through the fire alarm system for 10 minutes. All residents should immediately relocate to a safe area, designated as interior corridors on lower levels or basements of all buildings. An "all clear" message will be aired when the tornado warning has expired. Please do not think when the alarms have timed out after three and ten minutes that the warning has expired. Residents should seek shelter until the all clear has sounded.

## Fire

In the event of a fire, use the nearest pull station and evacuate the building immediately. If you hear the alarm sound, evacuate the building immediately. Do not use the elevators.

## Security

Please lock your door at all times. Report any thefts to Public Safety, 319-33(5-5022).

## Public Transit Information

### Airport Transportation

Airport Shuttle Service:  
319-337-2340

Airport Express Shuttle:  
319-626-5466



### Taxicabs

Available by phone request only:

Yellow Cab: 319-338-9777

Black and Gold: 319-887-1976

**Note: Sports Camp participants should call 319-335-7961 to make transportation arrangements.**

### Buses

Iowa City Transit, 319-356-5151, operates regular bus service Monday through Saturday. Cambus, 319-33(5-8633), operates free intracampus service Monday through Friday from June 7–July 30. Bus schedules are available at building desks or at: [www.uiowa.edu/~cambus/](http://www.uiowa.edu/~cambus/).

### Personal Property

We strongly urge campers not to bring expensive electronics, including TVs, VCRs, video cameras, videogames, expensive cameras, or laptop computers. Label everything you bring, including expensive clothes. We also recommend that each participant has personal property insurance.



The Hawkeye Express Convenience Store located in Hillcrest (down the hall from the building desk) will be open for campers and for the public on a limited basis this summer. Hours will be based on camp schedules and will be posted at the store's entrance. (Sorry-board plan swipe cards will not work in the C-Store.) Cash or debit/credit cards only please!

## Policies...

*Living in a residence hall is a community living experience where all members have certain rights and responsibilities. Any resident/counselor/staff who intentionally commits, incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary action (including being sent home/asked to leave the halls) by University Housing and/or The University of Iowa. This applies to any summer resident regarding his/her own actions as well as the actions of student or non-student guests.*

1. Unauthorized occupancy or unauthorized entry into any residence hall facility or student room.
2. Interference with the right of access to residence hall facilities or with any contractual right of any person in the residence halls.
3. Individual or group activities within any area of the residence halls that causes a disturbance including hallway sports, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or University property.
4. Harassment, verbal or physical abuse, or the threat of physical abuse against any person, including yourself, in the residence hall or at any University Housing authorized function or event, or other conduct that threatens or endangers the health or safety of any such person.
5. Failure to respond to a request (verbal and/or written) from a residence hall staff member (including requests to meet to discuss alleged policy violations) or other University official and/or failure to follow directions from a UI staff member acting in the performance of his or her duties.
6. Obstruction or disruption of disciplinary procedures, University Housing administrative procedures, or any University Housing authorized functions or events.
7. Tampering with or the misuse of smoke detectors/fire alarms (including sounding a false fire alarm), sprinkler heads, fire extinguishers, fire hoses, or any fire equipment; or limiting egress from the buildings by tampering with exit signs and doors.
8. Unlawful manufacture, distribution, sale, use, or possession of illegal, addictive, dangerous, or controlled substances (including alcohol) on residence hall property. Empty alcohol containers and drug paraphernalia are prohibited.
9. Theft, vandalism, misuse or misappropriation of University property or private property, or possession of stolen goods, including the misuse of any type of surveillance cameras.
10. Any type of guns, paintball guns, bows and arrows, tasers and other weapons are prohibited in residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in the manner of a real weapon is also prohibited in residence halls.
11. The possession, use or distribution of any type of fireworks, ammunition/gun powder, fuses, or any explosives/combustibles of any kind is prohibited and will result in disciplinary action. Propane tanks may not be stored in the residence halls.
12. Misrepresentation of identity or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a University Housing or University staff member.
13. Misuse of room or building keys/proximity cards.
14. Failure to follow emergency procedures (fire, tornado, etc.).
15. Loud and disruptive behavior, inside or outside your room.
16. Setting of a fire or the possession or use of candles or any type of open-flame (including incense) or open filament device.

## Policies Continued...

17. Conviction of any federal, state, or local crime committed on campus.
18. Violating the ResNet Acceptable Use Policy (when applicable) found on The University of Iowa web site under "ResNet" or found at: <http://housing.uiowa.edu>.
19. Violation of the University's Policy on Sexual Harassment and Consensual Relationships, the Policy on Violence, and the University Policy on Human Rights (<http://www.uiowa.edu/~our/opmanual/iv/02.htm>, <http://www.uiowa.edu/~our/opmanual/ii/03.htm>, <http://www.uiowa.edu/~our/opmanual/ii/10.htm>).
20. Engaging in self-destructive behavior.

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*In addition, the following rules apply to all persons staying in University of Iowa residence halls. Violation of these rules will lead to disciplinary action.*

### Alcohol

The University of Iowa residence halls are substance-free environments. All summer residents and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in residence halls. Any alcohol found will be confiscated and disciplinary sanctions imposed. Persons found in a room where alcohol is being consumed are subject to disciplinary action whether or not they were drinking. The presence of full or empty alcoholic beverage containers including alcohol "suitcases" is prohibited. This includes containers used as decoration.

### Bed Checks

All youth campers and live-in staff/counselors must follow the bed-check/curfew policies established by their particular camp.

### Commercial Activities

Commercial activity in the residence halls is prohibited. Food delivery companies may deliver food and non-alcoholic beverage items provided the buyer initiates the order. If you should encounter persons conducting door-to-door sales or solicitation, immediately contact a counselor or the 24-hour desk.

### Halogen Lamps

Halogen lamps are considered a fire hazard and therefore are prohibited in the residence halls.

### Pets

For reasons of health, hygiene, and maintenance, pets are not permitted in the residence halls. This includes pets that are on a "visiting" or "temporary" basis.

### Room Switches/Changes

The conference sponsor, counselor, and the 24-hour desk must approve any room change before it is made.

### Self-Destructive Behavior

Residents/counselors/staff who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary action, including being sent home/asked to leave the halls. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs, the University reserves the right to notify the camper's parent or guardian.

### Smoking/Tobacco Use

Smoking is prohibited on The University of Iowa campus, both indoors and outdoors. The University of Iowa residence halls are substance-free environments. Therefore, the use of tobacco including smokeless tobacco products and legal smoking products are prohibited in residence hall rooms and public areas. Public areas include hallways, stairways, elevators, lobbies, lounges, restrooms, etc. Counselors/live-in staff members

## Policies Continued...

over 18 years of age may possess and are allowed to store tobacco and legal smoking products but may not use them in the halls. More information on the policy and maps of where smoking is permitted can be found at: <http://www.uiowa.edu/homepage/smoking/smokingfaq.html>.

### Visitation

Summer residents are responsible for the behavior of their guests. Guests are not permitted to stay overnight. Individual camps may have additional guest/visitation policies.

### Windows and Screens

Due to the potential danger to lives and property and out of consideration for the rights

and privacy of others, the following regulations must be observed by all residents regardless of age:

1. Screens are not to be unhooked or removed from windows for any reason. A fee will be assessed for re-hanging screens, as well as additional fees if the screen is damaged.
2. Residents of a room or building are responsible for any objects ejected from windows, fire escapes, or roofs, and are subject to disciplinary action.
3. Windows are not to be used for entrances or exits, except in the case of life-threatening emergencies.
4. Windows should remain closed during periods of high winds and/or heavy rains.



### Dining Facilities

The Hillcrest Market Place dining facility is open most days from dinner, Sunday, June 13 to lunch, Thursday, July 22, 2010, to serve sports campers, speech and hearing participants, and debate participants. Serving days and times are subject to change and will be posted weekly in the dining foyers.

Periodically throughout the summer when fewer camps are in residence, the Hillcrest Market Place will be closed and participants will eat at the Burge Market Place. Groups will be notified when it will be necessary to eat at Burge.

If the lines seem long when you come to eat, try a little later or earlier when the lines may be shorter if this agrees with your camp schedule.

Please do not bring your own food or drink containers into the dining rooms. No food may be taken from the dining rooms. We provide no service to customers without a shirt or shoes.

### Guest Tickets

Guests are welcome for any meal and may purchase guest tickets at the dining area entrance. Non-paying guests will not be permitted in the dining rooms. Prices are subject to change. Summer guest prices are:

Breakfast	\$6.00	Lunch	\$8.00	Dinner	\$8.00
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The University of Iowa prohibits discrimination in employment or in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Equal Opportunity and Diversity, telephone 319-335-0705, 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.