Residence Life Policies -2018
Standards to Promote Health, Safety and Community Living

The residential communities at Butler University have a diverse set of objectives that are meant to meet the needs of the residents and to complement each student’s academic experience. Each resident is a member of a community that is both residential and academic in nature. The community standards and policies outlined below are designed to protect each individual’s right to sleep, study, and socialize and to promote a sense of community spirit and responsibility. With community living comes responsibility for the health, safety and wellbeing of all. Community Standards exist to ensure student success academically and socially. More information may be found on the Residence Life site.

Butler University actively fosters an inclusive environment of respect where differences are honored. All individuals who work, study and participate in Butler activities have the right to be free of harassment and discrimination. Fostering a Community of C.A.R.E. and creating a campus environment free of harassment is everyone's responsibility. Speak up if you become aware of discriminatory/harassing behaviors, intervene to the degree you are able. Respond to the situation and report the behaviors to the designated University entity. The Butler University Student Handbook Harassment policy web site should be referenced for information on how to report all forms of harassment.

Butler University reserves the right to require residents to immediately remove any items from on-campus housing that it deems, at its sole discretion, to present a life safety hazard. Final determination in these matters will be made by Residence Life and/or Maintenance staff. Items that are not removed in a timely manner by the resident will be removed by the staff and disposed. The resident is responsible for the costs of removal and disposal.

Alcohol, Drugs and Other Controlled Substances:
Standards for Alcohol Use and Misuse. Residents of legal age and their guests of legal age may possess and consume alcoholic beverages on an individual basis in the privacy of their assigned living space, with their doors closed. In the State of Indiana, the legal age to possess and/or consume alcohol is 21 years or older.

- Alcohol may not be possessed or consumed in the presence of minors, including any roommates who may also be assigned to the living space.
- Possession of alcohol in any areas other than individual assigned living spaces is prohibited.
- Residents under legal age may not possess alcohol containers, including as decoration.
- Additional student conduct action will be taken if consumption of alcohol results in safety violations, a large number of people coming and going from the living space, noisy or disruptive behavior, or dispensing alcohol to minors.
- The sale of alcohol in housing facilities is prohibited.
- Kegs of alcohol, defined as any containers requiring taps to operate, as well as all bulk containers of alcohol (beer balls, punch, and etc.) are not allowed in housing facilities.
- For those who are 21 years of age, transporting alcohol requires sealed containers that must be covered with no visible appearance or reference to alcohol.
- If a student is found in possession of alcohol, and in violation of the stated alcohol guidelines, the student will be instructed to pour the alcohol into the nearest sink.
Residents may not use alcohol containers, and alcohol paraphernalia, including as decoration.

These guidelines apply to behavior in, and in close proximity to, housing facilities. These are in addition to the alcohol guidelines listed in the Rights and Responsibilities section of the Student Handbook.

**Drugs and other controlled substances.** The use and/or possession of illegal/controlled drugs in housing facilities and their immediate vicinity is strictly prohibited. All cases of use, possession, cultivation or sale of drugs or evidence of use, possession, cultivation or sale of drugs will result in University student conduct procedures. Specifically, manufacture, sale, possession or use of narcotics, marijuana, hypnotics, sedatives, tranquilizers, hallucinogens and other similar known harmful or habit-forming drugs and/or chemicals, except as prescribed by a physician to the individual resident in possession of the medication, are prohibited by state law and University regulations.

**Appliances and Electronics for all Residences**
The misuse or illegal use of electronic appliances creates serious hazards in residential facilities. Only low wattage electronic equipment is permitted in rooms. Approved low wattage equipment includes hair dryers, hair curling and straightening appliances, **non-halogen desk lamps**, clocks/radios, televisions and stereos, computers, heating pads and fans. All approved appliances must have a **UL approved label** (**underwriters laboratories has approved this item for safety standards**) and must be used and kept and used accordance with specific regulations that meet fire safety standards. Refrigerators used in residence hall bedrooms cannot exceed 3.0 cubic feet of internal storage, cannot be larger than the exterior dimensions of 36” H x 20” W x 20” D and cannot draw more than 2.5 amps of electricity.

**Prohibited items:**
Halogen lights, space heaters, microwaves and window air-conditioners are not permitted in student rooms. Items with heating elements such as toasters, popcorn poppers, toaster ovens and coffee makers, including single cup coffee brewers, may be stored (unplugged) in resident rooms, but must be used in designated common areas.

**Irvington House, Ross Hall, Residential College (ResCo) and Fairview House:** Items not allowed include the following:

- Toasters, toaster ovens, electric coil cook tops, griddles/open skillets, blenders, pizza makers or appliances similar to George Foreman Grills.
- In general, any heat producing appliance for food preparation are not allowed except those in designated common kitchens.

**Fairview House suites** have snack bars, a refrigerator and microwave for the heating of snacks.

**Apartment Community (South Campus Apartments, University Village, Butler Terrace and Apartment Village):** Each of these upper-class apartments are equipped with a fully-functioning refrigerator, freezer, stove and oven. No additional refrigerator/freezers, or electric coil cooktops are allowed. Microwaves are provided in Apartment Village, however microwaves are not provided in University Terrace, Butler Terrace and South Campus Apartments – students are welcome to bring their own should they choose to do so.

**Bicycles, mopeds, motorcycles.** Bicycles may be parked on campus in accordance with campus parking regulations. Bike racks are located at various points around campus. If a resident brings a bike into the residence hall, it should be stored in the designated bike storage room (if available).

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Motorcycles, mopeds, hover boards are not permitted inside a residence hall and particularly in hallways and in student rooms. No flammable fluid of any kind is to be in the buildings.

**Break stay, early arrival, and late stay.** Additional guidelines, including a restriction on guests, are in place when a student is approved to arrive early, stay during a break, or leave late. The Community Director for each area will reach out to students 3 weeks before a break period to acquire names, information and documentation for those wishing to stay late or over the break period. Please note that additional documentation may be required. Approvals for break stay and late stay will be sent the week prior to the break period.

**Businesses.** Students are not permitted to operate businesses from housing facilities. This includes the solicitation of goods and services. Only approved service initiatives’ that may include fundraising are allowed once registered through the department of Student Involvement and Leadership.

**Candles and Open Flames.** Possession and burning of candles, incense, or spices such as sage in housing facilities is not permitted. Electric potpourri pots and plug in air fresheners are prohibited. Additional sources of ignition that are prohibited include but not limited to incense, lanterns, charcoal, lighter fluid, Bunsen type burners and propane.

**Carpet.** If carpet is used in student rooms, it must be used without adhesives, nails or tacks. Students are responsible for removal and proper disposal. Carpets not properly disposed, or damage resulting from use, will result in a charge to the resident(s).

**Can and Bottle Collections:** Can and bottle collections are not allowed in any residential facility due to health and sanitation concerns. Even cleaned collections can draw insects and unwanted rodents.

**Check-In and Checking-Out of Residences:** All residents are required to check-in when they occupy a room or unit for the first time. This allows residents to determine the condition of the room or unit upon checking-in. Upon moving into a room, a student will receive a room condition report (RCR) google doc that describes the move-in condition of the room. The room condition report will be used upon checkout to assess damages and charges incurred throughout the length of stay. When checking-out or changing rooms of a residence hall room or unit at any time during the year, the resident must make an appointment with an RA/ACA or other residence life staff member to complete the proper checkout process.

**The student’s responsibilities at checkout include the following:**

- Make prior arrangements with an RA/ACA for a time and day (with 24 hours’ advance notice) to check out. Failure to make an appointment and checkout properly with an RA will result in an improper checkout charge.
- If in a suite or shared room remove all of your possessions from room and bathroom (if applicable) and all pictures and posters from walls.
- Make sure the space is clean, desks, dressers, closets are emptied, walls are cleared of all decoration, floor is swept and trash is removed.

**At the closing of the building:**

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• In suite-style housing, any common area space and bathrooms must be clean and trash removed.
• Make sure all furniture and fixtures are in room. The student will be charged for any missing, damaged or altered furniture, fixtures or equipment.
• RAs do not make a determination of damage charges they simply process the check-out and ensure that questions are noted.
• Turn in mailbox key and room key.
• Fill out a change of address/mail forward card and leave at front office.
• Follow guidelines posted and/or distributed before end-of-semester closings.

Never spackle wall damage, attempt to paint and putty any holes -you will still be charged. By following the above checkout procedures, a student will ensure that they do not incur an improper checkout charge, housekeeping charge or key charges. Final determination of damage charges will be made by the Community Directors and/or Maintenance staff. Specific and additional procedures are necessary in the apartments.

Compliance/Respect. Residence Life staff members are trained to respond to emergency situations and conduct violations to maintain a safe and comfortable living environment for everyone. Students are expected to respond to all reasonable directives from staff members and are not to interfere with any staff members in the performance of their duties. Inappropriate remarks when asked by staff member to comply with to a request with inappropriate remarks or language that is intimidating, abuse or of a harassing nature is demonstrating behavior contrary to what it means to be a member of the Butler community and has violated a basic expectation of respect.

Common Areas and Room/Unit Damages. A resident is responsible for all damages/losses in the assigned living space resulting from negligence, theft and/or abuse. Residents will be charged for all damages/losses that occur during the student’s occupancy of the space. Wall damage resulting from the unauthorized use of double sided tape and other mounting materials is the most common charge. The University provides each resident with a small supply of poster mounting tabs. The student must still properly remove items from the walls in order to avoid damage charges. Charges for room, suite, apartment, and public area damages and loss of property, for which individual responsibility cannot be determined, will be divided among all students in the assigned space(s). The charges will be assessed by the office of Residence Life and Maintenance personnel and billed to the student’s account through the Office of Student Accounts.

Appeal procedures for damages: Any student wishing to appeal a damage charge may fill out an Appeal Form found on the Residence Life website. The form is open for 3 weeks once damage billing occurs and all appeals must be made at that time. Appeals are only accepted until the 4th Sunday in July and 1st Sunday in January. Residential students must give detailed evidence that justifies an appeal. Please note only the individual living in the unit or appealing the damages can appeal. Parents, family members or roommates or other third parties will not be accepted.

Consolidation (Use of All Space)
Residential consolidation may occur throughout the academic year beginning with current student room/unit selection in the spring. Beginning May 1 and continuing throughout the summer, if there are available rooms in suites or apartments not being used to maximum capacity Residence Life reserves the right to move remaining residents to similar rooms or units, to ensure maximum occupancy. When Revised August 1, 2018
consolidation is necessary students will be notified with as much notice as possible. Students may not refuse a roommate placement when living in a space with an open bed. Students are not under any circumstance to occupy an entire double in a hall or suite or apartment unit unless granted permission, in writing from the Community Director of the area. Students that are found to have occupied a space unassigned to them will be charged. A cleaning fee may also be levied to restore the room back to move-in ready condition.

For entering students, consolidation may be used at the end of the fall semester. This consolidation process is used to ensure new students retain roommates as spaces in buildings become empty. Residents are notified of this process in advance.

**Delivery Policy:**
Residents must meet delivery personnel at the main entrance of the residential facility or at the exterior door to the South Campus Apartment unit in order to receive any delivery. Delivery personnel are not allowed in the buildings.

**Doors/Keys/Locks**
Exterior doors and internal locked doors must never be propped except during specific times designated for move-in and move-out. A 250.00 fine is assessed to the community or resident found responsible for propping a door. Students are expected to carry their key(s) and University ID card at all times. Students should never give out a room key, fob or their ID to anyone. Doing so puts the security of the building and students at risk. Students are encouraged to always lock their room or unit doors. No doors within a unit should ever be removed for any purpose. Closet doors in C units of South Campus Apartments can jump their tracks but a work order Fix My Butler at https://iservicedesk.butler.edu should be placed immediately to replace the doors.

Students who are locked out should wait for a roommate to return or contact the hall front desk. Students may be charged for a lock-out after the 2nd lock-out has occurred. Keys are important to keep secure and on your person.

Lost or stolen keys should be reported to Residence Life staff immediately. For security reasons, a new lock will be installed on room doors and new keys will be issued. The student’s account will be charged for the new lock, keys and labor. The cost of a new lock can range from $50.00- $250.00. If keys are later found, it would not be possible to refund these charges. Additional locks on room doors or windows is not permitted. Tampering with any locks, ID readers, propping doors or otherwise impacting the safety and security of the housing facility is prohibited.

**Emergency Situations:**
If a resident is witness to or involved in an emergency situation the following should be the course of action

- If the emergency is life-threatening, please call Butler PD at 317-940-9999 (located on the back of the ID card) or 911 immediately
- If the emergency is not life-threatening and the resident is still walking, communicating effectively contact, contact the RA/ACA on Duty.
- If the emergency occurs during business hours (8:00am-noon- and 1-5pm) contact Student Health Services at 317-940-9385.
Fire/Life Safety Hazards. Collection or storage of materials, supplies or personal property that constitute a fire hazard as determined by the University is prohibited. Storage or use of combustible materials, explosives, fireworks or firearms is prohibited. Use of outside TV or radio antennas, sun lamps, halogen lamps, heat lamps, space heaters or microwave ovens is strictly prohibited. The following requirements have been created in conjunction with the Indianapolis fire marshal to insure the safety of all residents.

- All extension cords must be of a surge-protector type with an ON/OFF switch, power on indicator light, and a breaker reset.
- No two prong ground adapters are permitted. If a room has outlets that do not accept three prong plugs, the room should be reported so that the outlets can be changed immediately.
- The halogen bulb generates extreme heat, which increases the potential fire hazard. Halogen bulbs can be found in many different lighting fixtures including torchier, clip-on lamps and desk lights.
- Refrigerators must be plugged in directly to the wall outlet.
- The use of cooking appliances in student rooms is prohibited.
- Wall, door and room decorations are limited to 20% of any given surface.
- Personal floor mats, which represent a trip hazard, are not permitted in hallways.
- Do not attach anything to, or hang any item on, any sprinkler head.
- Do not attach anything near a sprinkler head that may obstruct the spray pattern.
- Do not attach anything to, or alter any life safety device such as fire alarm horns, strobe lights, sprinkler heads, smoke detectors, exit lights, pull stations or any type of emergency signage.
- No items are to be hung from any ceiling or cloth hung on the walls (tapestries)
- The use of acetate, cellophane, tissue paper or other combustible materials over or in light fixtures is prohibited.
- String, rope, holiday, or other types of decorative lighting, and night lights are prohibited.
- Exit doors, hallways and stairwells must be clear at all times.
- Candles, incense, and plug-in air fresheners, fragrance heaters are prohibited.

Fire Safety/ Emergency Equipment. Tampering with or misuse of fire safety equipment, including fire alarms, fire extinguishers, or smoke detectors, is prohibited by state law and University policy. Smoke detectors and sprinkler heads should not be covered; students are not permitted to hang anything from this equipment. Exiting alarmed doors in non-emergency situations is not permitted. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. Failure to evacuate can result in dangerous situation for the student, staff and emergency personnel. Student conduct referral and possible police involvement for failure to evacuate may occur.

Firearms/Weapons. Student may not possess, store, or use firearms or other lethal weapons within housing facilities. Although not exhaustive, the following list of items are prohibited: firearms, ammunition for a firearm, lethal weapons, bow and arrows, swords, Billy clubs, brass knuckles, knives, blow guns, dart guns, wrist rockets, pellet guns, bb guns, catapults, bombs, grenades, switchblades, martial arts equipment, or ammunition. Use or possession of these items is subject to immediate student conduct action, which may include suspension or dismissal.
Furnishings/Beds. The University does not allow removal of furnishings or equipment from the assigned living space. Furnishings should not be placed so that they obstruct vents, ducts, radiators or doors. At no time may residents disassemble, stack or alter furniture. Students are not allowed to move public area furniture to their individual spaces. Using non-University mattresses, putting mattresses on the floor or altering structural components of the beds is not allowed. Students may only use University issued lofts in the residence halls. Platforms and waterbeds are not permitted. Many rooms are equipped with beds that may be bunked. Instructions, pins, and waivers are available at each hall office for bunking beds. Beds may not be added to or altered in any way. See Residence Life Website for building specific furnishings provided.

Grills/Fire Pits

Outdoor grilling is only allowed with University provided and authorized outdoor grills on campus. Student grills at AV and Fairview house may be used by residents. We ask that you keep the grills clean and in proper working order after use. Personal grills (gas or charcoal) are not permitted on University property. Greek chapter housing have individual policies related to grills. Only University owned fire pits may be used under the direction of a University staff member for special events. No student/resident may own or operate a fire pit on residential/University property.

Guests. Guests visiting the living unit are subject to University rules, regulations and policies. Residents will be held accountable for the actions of their guests. All guests must be escorted at all times within housing facilities, this includes all apartment communities as well as residential facilities. The resident is responsible for informing the guest(s) of this prior to the visit. For safety purposes, and to assure the respect of other residents’ ability to study, no more than two guests per assigned resident present will be allowed in any living space. Overnight guests are permitted, provided that all roommates are aware of the guest staying and have not communicated objections. Guests are allowed to stay no more than two consecutive nights, or no more than three overnight periods in any seven-day period. The University has the right to deny access to any guest, or ask any guest to leave, if it is reasonably determined that a guest has disturbed or is likely to disturb others. (See also Visitation)

Harassment: Harassment of any form is prohibited. Harassment is any verbal or physical conduct that creates a hostile or offensive environment. Harassment may take, but is not limited to, the form of name calling, signs, notes, slurs or jokes that demean an individual or group. Harassment also occurs when an individual’s body, possessions or place of residence is violated or threatened. The Butler University Student Handbook Harassment policy web site should be referenced for information on how and where to report all forms of harassment.

Holiday and Party Decorations. Holidays and events give rise for the use of decorations. Most decorations and specialty lighting represent a potential fire hazard. The following restrictions are in place to reduce that potential:

- No live trees or foliage (beyond basic houseplants) are permitted in rooms, units, lounges or apartments
- Only artificial trees may be used in housing facilities.
• The artificial trees are to be set on a stable base, away from any heat source and placed so that they do not obstruct hallways or exits.
• Electrical lighting (string, rope or other types) is strictly prohibited for use.
• The use of “spray snow” or other similar items is prohibited.
• Decoration of any type is prohibited on ceilings, light fixtures, door frames and exit doors.
• Decoration on walls or room doors is limited to 20% of the given space.

We encourage all roommates to discuss decorations before displaying them in their bedrooms and common spaces.

**Joint Responsibility.** All individuals who are present where University policies are being violated are subject to University student conduct procedures. Residents may be held responsible for violations that occur in their assigned living spaces, even if they are not present.

**Lock-Outs** The first two lockouts are free, the 3rd and subsequent lockouts are $25 each. For a lockout residents should go to the Front Desk and either call the RA/ACA on Duty Number posted there, or if it’s during the day alert the Desk Assistant and they’ll be contact an RA or ACA or Central Staff member to address the issue.

**Laundry:** Laundry rooms are located in each housing facility. Washers and dryers are operated by credit/debit card. A pre-paid MasterCard or Visa could also be used. The machines require the use of high efficiency (HE) laundry detergent. Butler is not responsible for lost or damaged items. In the South Campus Apartments common washer/dryers are located in the B building common room for residents living in C units.

**Mail and Packages.** The U.S. Postal Service, FedEx and UPS deliver to the housing facilities. Mail sorted by the building staff and put into mailboxes. **Residents of University Terrace, South Campus Apartments and Butler Terrace will only receive US Postal Mail at their buildings. Packages for these units must be addressed and sent to 4600 Sunset Ave, Indianapolis, Indiana 46208 (our main post office on campus) Students in these units will receive an email that a package has arrived and will need to pick it up in Holcomb Hall Rm 23.** A student must show ID to receive large envelopes, packages, flowers, or other deliveries. **US Postal Mail should be addressed as follows:**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Student’s Name</th>
<th>Address Details</th>
<th>City, IN 46208</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Hall</td>
<td>Student’s Name</td>
<td>629 W. Hampton Drive Box_</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Fairview</td>
<td>Student’s Name</td>
<td>4550 Sunset Ave Box _</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>ResCo</td>
<td>Student’s Name</td>
<td>630 W. Hampton Dr. Box_</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Irvington</td>
<td>Student’s Name</td>
<td>750 W Hampton Dr. Box_</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Apartment Village*</td>
<td>Student’s Name</td>
<td>5026 N Boulevard Place_</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>University Terrace</td>
<td>Student’s Name</td>
<td>599 Westfield BLV Apt_</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>South Campus Apt</td>
<td>Student Name</td>
<td>4251Haughey Ave Apt_</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Butler Terrace</td>
<td>Student’s Name</td>
<td>4630 Hinesley Ave __</td>
<td>Indianapolis</td>
</tr>
</tbody>
</table>

Appropriate box numbers or apartments are essential for efficient and correct mail delivery. *Note: The Apartment Village has separate buildings lettered A-M. All addresses must include the building letter and apartment number. For example, for building A, apartment 301, the address should read Apt. A301.*

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Maintenance. Concerns and needed repairs should be reported www.butler.edu/fixmybutler. For emergencies, contact the front desk or BU PD- University Police. It can take up to two weeks for non-emergency repairs. Workers have the right to enter a student’s living space to perform necessary maintenance. Emergency repairs and lock replacements are always given top priority.

Musical Instruments. Music practice rooms are available for use at Lilly Hall. Some halls provide pianos that are available for use during designated hours. Musical instruments should not be played in housing facilities.

Noise and Disruptive Behavior. Residents are expected to respect the rights of others with regard to noise levels for studying and sleeping. Musical equipment or stereos are not permitted in, or facing out of windows. Residents bothered by noise should ask those making the noise to lower the volume. If no response is made, students may contact the RA/ACA on duty or the front desk. RAs/ACAs will make periodic building rounds and will confront noise and disruptive behavior. Courtesy hours are always in affect, if you have been asked to lower the volume or stop the disruption, you should comply. Residence Life staff will set extended quiet hours standards for finals week.

Painting. Students are not permitted to paint their living spaces. Repairs or repainting of walls should not be attempted as this usually lead to greater damage charges being assessed to the student.

Personal Property in Residential Facilities:
The University is not responsible for loss, theft or damage to personal belongings. Personal property is defined as any property not furnished by the University in a housing unit. Personal property is not covered by Butler University insurance. Residents are strongly encouraged to check with family concerning the extension of their homeowners insurance to property brought to Butler. Many students carry their own insurance protection against loss or damage of personal property through college rental insurance.

Pets. Only freshwater fish are permitted in housing facilities; tanks may be no larger than 10 gallons. Even short term pet sitting is not approved. Spiders, lizards, turtles or any other creatures that typically live in an aquarium type container are also prohibited. A cleaning fee may be assessed to a unit that has an unapproved pet. Typically, we ask that the owner(s) remove the pet within 24-48 hours. After that time a $50.00 a day fine will be assessed until the animal is removed. Approved service and support animals are not pets and will be allowed with proper documentation and approval. Students should contact Student Disability Services regarding service or support animals.

Physical and Sexual Abuse. Butler University will not tolerate any forms of physical and sexual abuse, fighting, or intimidation. Students are encouraged to report instances of sexual misconduct to the Title IX Coordinator. See https://www.butler.edu/titleix for details. Report other forms of physical abuse or harassment to Residence Life staff, Student Affairs 317-940-9570, and/or University Police 317-940-9396. Online reporting options available here: https://www.butler.edu/community-of-care.

Posters/Pictures or Wall hanging. Use of double-sided tape, duct tape, masking tape, Scotch tape, nails, tacks, etc., to hang posters and pictures in living spaces is prohibited. Residence Life will
supply a modest amount of acceptable mounting tabs. The student must still properly remove items from the wall to avoid damage. Students should discuss with all affected roommates, and agree about, decorations in their bedrooms and common spaces of their rooms/suites/pods. We encourage all roommates to discuss decorations before displaying them in their bedrooms and common spaces. Students wishing to hang posters and flyers in housing facilities must receive authorization from the Student Involvement and Leadership Office in Atherton Hall.

Quiet/Courtesy Hours. Quiet and courtesy hours are designed to give each student the right to read and study free from undue interference, excessive noise or other disturbances and the right to sleep without undue disturbance from hallway noise, guests, etc. Courtesy hours exist 24 hours a day, seven days a week. Each student is expected to be courteous of other students’ schedules and keep music, noise, etc., to a reasonable level. If a student is asked by another student or staff member to be quieter, the student is required to turn down their music, move conversations out of the hallway, or whatever action is necessary to reduce the noise.

Quiet hours are from 10 p.m.-8 a.m., Sunday through Thursday and midnight-8 a.m., Friday and Saturday. During these times, it is expected that all students refrain from creating noise that can be heard outside of the individual living space. During finals week 24 hour quiet hours will go into effect so that all students are able to complete assignments in a quiet housing unit.

Right to Entry. The University has the right, without restrictions, to allow authorized personnel to enter student living spaces. When such entry is deemed necessary, the University will seek, within all reasonable bounds, to protect the student’s privacy interests. Such actions, when they are warranted, are taken on behalf of all unit residents to guarantee their safety and welfare.

Authorized personnel of the University are charged with the responsibility of inspecting University owned or related property, including residential units, at any time when there is sufficient reason. Inspections may be conducted for the following reasons: (a) to ensure that units are free of fire or safety hazards; (b) to determine whether a student is complying with the terms of a room and board contract; (c) to prevent damage; (d) to prevent violations of University regulations when evidence suggests that such violations may occur. The living spaces may be entered whenever authorized personnel of the University have reason to believe that guests are present at times other than authorized. Spaces may also be entered by authorized University personnel to complete maintenance and repair work. Rooms may also be entered for routine Residence Life activities, such as hall closings, health and safety inspections or the preparation of rooms for incoming room occupants.

Authorized University personnel may search student rooms to remove items that are in violation of University, federal, state or municipal law or regulations. In these situations, the professional residence life staff, residence life staff designee, or University police may search personal possessions of students in these situations when there is reason to believe unlawful items are present. A reasonable effort shall be made to have the students in question present if their rooms/apartments are to be searched. “Reasonable effort” includes such actions such as consulting with a resident assistant, checking class schedules to locate students, or providing prior notice.

Report Student Vandalism Promptly, R.S.V.P. This incentive program allows Residence Life to keep RAs/ACAs and Community Directors informed on a monthly basis regarding the amount of damage that is being incurred in public areas of the housing facilities. It is the collective responsibility of the

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residents in a housing facility to cover the costs of repairs to public areas that are damaged during the course of the year. The cost of damages can be kept down if students who see other students’ damage public areas REPORT these incidents to Residence Life staff. If individuals can be identified, then the damages can be charged to the individuals responsible for the damage rather than the entire housing facility. Each semester a certain amount of money is set aside for the common area damages funds. If the group stays below the "set aside" amount, then the hall government and/or the Community Director will be able to use this difference to make improvements to the facilities.

**Room Changes.** Room assignments are intended to be permanent for the length of the housing contract period. No room or unit moves will be granted if concerned students have not addressed issues and differences in living directly with their roommates. Successful roommate/suite mates do not always involve students who consider their roommate(s) their best friends, but describe a relationship and room/unit environment that is restful and respectful. Living with others takes time and work and we are committed to assisting residents in gaining the skills needed to have a good living experience. The following steps are required in almost all situations before a room change is considered.

1. An initial discussion with the roommate(s) to determine issues of concern and compromises.
2. A re-examination of the room/unit standards agreement or creating one if the group failed to create one.
3. If issues are not resolved, residents will talk to their RA or ACA about a mediation meeting to resolve any issues, tensions or conflict and drawing up new standards to eliminate those identified.
4. If roommate issues are not resolved, the residents should contact the Community Director about other methods of resolving a conflict.

After a reasonable amount of measures have been tried and a resident still finds their living arrangements unacceptable a resident may request a room change. **NO room changes are granted until the beginning of the 4th week of the semester** to allow students to get to know one another, discuss differences and compromise if differences are discovered. If a room change is warranted, the resident with the complaint will be the one to move out, if space is available. If the complainant claims that a roommate has violated a university policy or the roommate agreement the roommate will be moved, once confirmed. In a case where all residents want to stay in the room or unit, the residents can draw straws, pick a number or use the deposit date to determine who will move.

Before moving, the resident leaving the original room must complete a Room/Unit Change Request form. This includes filling out the student information and obtaining signatures of the original roommate(s). This form is essential as a learning tool and a fully completed form begins the process of being assigned another room or unit. The staff stays neutral in roommate conflicts and tries their best to work with students’ living situations. Any room changes are at the discretion of the Community Director of the area. The Coordinator of Housing Operations in the office of Residence Life will keep waiting lists for all units and will contact students as space becomes available.

Unauthorized room switches/changes are not permitted and will result in an improper checkout charge. Changes will not be granted based on race, national origin, sexual orientation or religious preference.

**Smoking.** Butler University is committed to providing a safe and healthy environment. In the residence facilities, where community living is the norm, smoking is prohibited in all facilities including Irvington House, Fairview House, Residential College, Ross Hall, Apartment Village, Butler Terrace, University Terrace and South Campus Apartments. This policy applies to faculty, staff, residents, guests, and vendors in the residential community. Prohibited items in room units or in resident’s possession...
include, but are not limited to, cigarettes, cigars, cigarillos, pipes, chew, hookahs, all smokeless tobacco and electronic or any other smoking devices. Although signage on campus designates areas for smoking and receptacles, a complaint in the residential community that impacts residents may require sanctions and the further limiting of smoking around the residence halls.

**Sports Equipment.** The use of sports equipment, and playing sports inside housing facilities are not permitted.

**Storage.** Storage facilities are extremely limited on campus for student belongings. We encourage students to find local storage units to lease for storage purposes. International students, who are returning to campus the following academic year and have less than 4 boxes or suitcases to store can contact the Residence Life office for more information.

**Telephones.** Since the summer of 2010, Butler University no longer has active phone lines in student rooms. Courtesy phones are available in hallways and public areas in housing facilities. Students can request a long-distance code from the IT Help Desk which can be used to make long-distance calls from courtesy phones. Long-distance charges will be billed to students monthly. Incoming collect calls may not be accepted on University phones. If you receive prank or harassing calls, please report this to a Residence Life staff member and/or the University Police.

**Trash/Housekeeping.** Students are responsible for cleaning and removing trash from their own living spaces. Trash rooms are located on each floor in the residence halls. Recycling bins are also provided in or nearby the housing facilities and students are encouraged to recycle. Dumpsters are located in the parking lots of each housing facility. Vacuum cleaners and some cleaning supplies can be checked out at the front desks. Housekeepers only clean public bathrooms and lounge areas.

**Unauthorized Presence.** Unauthorized presence in housing facilities or a restricted area, including, but not limited to, housekeeping closets, roof, another resident’s space, mechanical room or other secured area is prohibited.

**Windows/Screens.** Students may not remove window screens, blinds, or curtains. Decorations, signs of any kind, window clings, flags, window paint, plants, and other decorative items should not be in visible in the window from the outside of the building. Decorations and other items may be on the interior of the room, but should not be outward facing. Any items in view from the outside are subject to removal by Residence Life and/or maintenance staff. We encourage all roommates to discuss decorations before displaying them in their bedrooms and common spaces. Students and/or guests are prohibited from hanging or throwing any object from a residence hall window. Students and/or guests are not allowed to enter or exit through windows.