



IOWA

**SUMMER HOUSING
GUIDEBOOK 2017**

BURGE • CURRIER • STANLEY

WELCOME

Welcome to the University of Iowa and to Burge, Currier and Stanley Residence Halls. The university is pleased to make its adult housing facilities available to non-adult secondary students who are enrolled in summer camp/conference programs and are mature enough to live independently on campus with limited staff supervision. Because the University Housing & Dining system is not designed to provide custodial supervision for persons under the age of 18, parents are advised to enroll their youth campers/attendees in a summer program only if they believe their camper is mature enough to live responsibly in an environment where building access is not restricted to residents only and where residents are free to come and go as they please within the residence halls during certain hours of the day and evening. Our staff is 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 information in this guidebook.

RESIDENCE HALL INFORMATION

AUTOMATED TELLER MACHINE (ATM)

There is a 24-hour ATM in the lobby of Burge Hall. The Burge and Currier/Stanley desks do not cash checks, take foreign currency or traveler's checks, or make change.

BUILDING DESKS

The Burge Desk (319-335-3091) is open 24 hours a day while camps and conferences are in session (May 27 - July 29).

The Currier/Stanley Desk (319-335-2982) is a combined desk that serves both halls. It will be open 24 hours a day, May 15 - August 4 (UI Summer School & Orientation).

Hours before and after these dates will be 8:00 a.m. - 4:30 p.m, Monday - Friday.

BUSES

Cambus (319-335-8633) operates free intra-campus service while classes are in session. Bus schedules are available at building desks or at: transportation.uiowa.edu/cambus. Iowa City Transit (319-356-5151) operates regular fare-based bus service Monday - Saturday.

The Bongo App is a free GPS-based, real-time passenger information system that allows riders to find current bus locations and predictions for upcoming bus arrivals. Each Cambus, Iowa City and Coralville transit bus is equipped with a GPS tracking system that reports latitude and longitude to a satellite every 15 seconds. The satellite transfers the information to a data center which locates the bus on a map and calculates the predicted arrival times for every stop on the route.

COMPUTERS/COMPUTER LABS (ITCs)

Currier has a monitored computer classroom (accessible through the Arcade Room) which is open for conference guests June 11 - July 27, Sunday - Thursday from 7:00 p.m. - Midnight. Conference guests, see your conference sponsor for a HAWKID to access computers and to obtain log-in/printing privileges. Youth conferences/camps and short term adult conferences (staying less than 4 weeks) will **NOT** have internet connectivity in their individual rooms for summer, nor will they have access to wireless internet on campus. For information on free wireless service for university guests, see page 6.

CONSTRUCTION

University Housing & Dining is working on several major construction projects this summer. All of these construction projects may cause inconveniences (dust, noise, etc.) and could possibly cause disturbances in some rooms, hallways, and lobbies. We will do our best to notify you in advance when construction affecting your room will be taking place.

Daum is offline for elevator lobby renovations and finishes. An elevator lobby renovation project will also take place in Stanley on floors 1-4. The Currier main entrance will be renovated with a new snowmelt system, updated ADA access, new sidewalk and an exterior canopy will be added to the building entryway. Tuck pointing and repair of the exterior soffits will occur in the Currier Courtyard. If you have questions regarding these projects, please call University Housing & Dining at 319-335-3000.

Asbestos abatement will be taking place in Currier and Stanley this summer. The university uses state-licensed professionals and has trained staff to oversee the work. The removal of asbestos poses no threat to camp or conference participants.

CONVENIENCE STORE

The Clinton Street Market, in the Burge lobby, will be open for campers and the public on a limited basis, primarily Sunday - Thursday evenings. Hours will be based on conference and camp schedules and will be posted at the store's entrance. (Sorry, meal plan swipe cards will not be accepted in the C-Store.) The Clinton Street Market does not accept cash. Forms of payment accepted are Visa, MasterCard, Discover, UI Charge, and Hawkeye Dollars.

CUSTODIAL SERVICE

The custodial care of your room such as trash removal or towel service will depend upon the arrangements made by your conference. If towels are provided in your room, please be aware that sets 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 may not be fulfilled.

DAMAGE POLICY

Conferences/camps will be responsible for the cost of repairs for any room damages or theft that occur during the time of occupancy, as well as for any public space damage that is caused by a particular group.

DINING FACILITIES

Burge Market Place dining facility is open from breakfast on Tuesday, May 30 to lunch on Friday, August 4, 2017. No food may be taken from the market place. Guests are welcome for any meal and may purchase a guest meal at the dining area entrance. Burge Market Place does not accept cash. Forms of payment accepted are Visa, MasterCard, Discover, UI Charge, and Hawkeye Dollars. Guest prices are \$7.50 for breakfast, \$10.50 for lunch, and \$10.50 for dinner. For a daily menu, visit: dining.uiowa.edu/menus.

Monday - Saturday		Sunday	
Breakfast	7:00 a.m. - 9:00 a.m.	Breakfast	Not served on Sunday
Lunch	11:15 a.m. - 1:15 p.m.	Lunch	11:15 a.m. - 1:15 p.m.
Dinner	4:45 p.m. - 6:15 p.m.	Dinner	4:45 p.m. - 6:15 p.m.

ELECTRICAL APPLIANCES

All appliances must be in good working order. Extension cords must be UL approved. Appliances that have an exposed heating element, use cooking grease or have an open flame are prohibited. Electric grills (i.e. George Foreman), pizza cookers and toaster ovens are **NOT** allowed. Refrigerators brought in by summer guests may not exceed five cubic feet and 9 amps. Only one refrigerator per room is allowed.

ENTRANCES

Do not prop open outside entrance doors. When locked doors are propped open, hall security is compromised and non-residents are allowed to enter. If you see a locked door that has been propped open, please close it. Secondary entrances are locked 24 hours a day, these are the exceptions:

- **Burge:** Main entrance open 6:00 a.m. - Midnight
- **Currier/Stanley:** Side (south) entrance open 8:00 a.m. - Midnight

FURNITURE

All university furniture provided in individual rooms at check-in must remain in those rooms. University Housing & Dining prohibits altering lofts during the summer; lofts must remain assembled in the manner in which they were pre-set in the rooms. Please leave mattresses on the beds. Furniture will not be removed from rooms based on occupancy. Lounge and study room furniture may not be removed or transferred to individual rooms.

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, their parents or guardians will be contacted immediately by the conference sponsor or by the professional live-in Housing & Dining staff.

KEYS

Campers will be issued a key to their room at check in. Staff and adult guests will be issued a room key and entrance key/prox card for after-hours building access. Residence hall keys and prox cards must remain in the possession of the summer guest of the room/building at all times. You should keep your door locked at all times and you should not loan your key/prox card to others. If you lose a key, report it to your information desk as soon as possible. For each lost key or prox card, \$25 will be charged to the master conference bill. Report any thefts to University Police at 319-335-5022 immediately. All keys and prox cards must be returned to the building desk when guests check out.

LAUNDRY ROOMS

There are laundry rooms available for camp and conference guests to use in Burge and Currier Halls. Washers and dryers are operated by University of Iowa Hawkeye Select cards. Machines are not coin operated. Residents may purchase Hawkeye Select cards from a vending machine located in the Burge lobby. Laundry funds may also be added to board plan cards. Washers are \$1.50 per wash and \$1.00 per load for dryers. Hawkeye Select cards cost \$1.00 for the initial purchase. Guests should bring their own High Efficiency laundry detergent and fabric softener. Instructions on how to use the laundry facilities are posted in laundry rooms.

- **Burge:** North laundry is available and located in the basement.
- **Currier:** Laundry rooms are centrally located on floors 1-3.

LIABILITY

The university does not carry insurance on the personal property of any resident. Each guest 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.

MAIL

Mail may be retrieved by counselors for groups staying in Burge and Currier. Mail will be ready for counselors to pick up at Burge and Currier/Stanley desks after 3:00 p.m. daily. Your mailbox number corresponds with your room number and can be opened with your room key. There are USPS collection boxes in Burge and Currier. Mail should be addressed as follows:

Name

Camp/Conference Name

100 Burge/Stanley Hall, Room # (if known)

Iowa City, IA 52242

MAINTENANCE

Regular maintenance work and repairs are scheduled during the summer months. University Housing & Dining's maintenance, custodial and other personnel may need to enter rooms to repair, replace, or service furnishings. If you have questions about these activities, please contact the desk (read further for telephone numbers). Maintenance or custodial problems and maintenance emergencies for Burge should be reported to the Burge Desk, 319-335-3091. Problems for Stanley should be reported to the Currier/Stanley Desk, 319-335-2982. General maintenance and custodial problems will be attended to Monday - Friday during working hours (8am-4pm). After office hours and on weekends, report all maintenance or custodial problems to the counselors on your floor, the Burge Desk at 319-335-3091, or the Currier/Stanley Desk at 319-335-2892.

PARKING

Burge and Currier/Stanley do not have their own parking facilities. Arrangements for parking may be made by contacting the Parking Office in the IMU Parking Ramp, 319-335-1475.

PERSONAL PROPERTY

We strongly urge participants not to bring excessive amounts of money or expensive electronics with them to the residence halls. Label everything you bring, including clothes. We also recommend that each participant has personal property insurance (see liability section — previous page).

SMOKE DETECTORS

Intentional activation of any fire detection device will result in disciplinary action. Any problem with a smoke detector should be reported to the building desk. Do not touch/remove or cover the smoke detectors at any time. Do not hang items from sprinklers and/or fire equipment.

TELEPHONES

There is no landline telephone service in residence hall student rooms.

There is a campus phone located in the Burge entryway. To reach on-campus numbers, dial only the last 5 digits (e.g. 5-3091). To make local off-campus calls, dial a "9" to get an outside line.

TELEVISION

If you bring a television with you, you must supply your own cable TV hook-up, allowing you to receive basic digital cable channels. This service is free.

VENDING

Vending machines for snacks and beverages are located in the lower level of Burge and in the Multipurpose Room of Currier. 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.

WIFI SERVICE

Visitors to the University of Iowa campus can enjoy free guest wireless service, courtesy of a partnership between Information Technology Services (ITS) and AT&T. Guests can take advantage of this by selecting the “attwifi” network when configuring a device for wireless access. For more information, visit: its.uiowa.edu/guestwifi.

RESIDENCE HALL POLICIES

RULES & REGULATIONS

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 & Dining (UH&D) and/or the University of Iowa. This applies to any summer resident regarding their own actions as well as the actions of guests.

- 1. Trespassing:** Unauthorized occupancy or unauthorized entry into any residence hall facility or room.
- 2. Right of Access:** Disruption or interference with the right of access to residence hall facilities or with any contractual right of any person in the residence halls.
- 3. Hall Sports:** Athletic activities including using rollerblades, roller-skates, or skateboards, and throwing or bouncing Frisbees, or balls of any kind. Events that cause a disturbance or involve behavior that threatens the rights and safety of other persons and/or university property.
- 4. Undue Harassment:** Intentional conduct directed toward any identifiable person or persons without legitimate purpose which intimidates, annoys, or alarms the person and which significantly disrupts the person's work, educational performance, on-campus living, or participation in a university activity on or off campus. Repeatedly contacting a person who has previously indicated they do not wish to be contacted may be considered undue harassment.
- 5. Assaultive Behavior:** Any unwelcome physical contact that is intentional or reckless including, but not limited to, striking, slapping, hitting, punching, shoving, or kicking another person. Any such physical contact occurring in the context of domestic assault or dating violence is also prohibited.
- 6. Failure to Comply with University Directive:** A failure to comply with directions of any member of the university staff acting in the performance of that member's duties, or a failure of the guest to identify themselves to a university staff member when requested to do so.
- 7. Disruption of University Activities:** Disruption or obstruction of disciplinary procedures, emergency services, investigations, disciplinary proceedings or administrative procedures occurring within the residence halls. This rule also prohibits the disruption of any UH&D authorized functions or events, and prohibits protests or demonstrations within the interior of any residence hall.

- 8. Disruption of Safety:** Tampering with sprinkler heads, fire extinguishers, fire hoses, or any fire equipment; the improper activation of a fire alarm (including sounding a false fire alarm); limiting egress from the buildings by tampering with exit signs and doors; false reporting of an emergency or terroristic threat in any form; issuing a threat of a bomb or use of a chemical or biological agent.
- 9. Possession or Consumption of Drugs or Alcohol:** Consumption, possession, distribution, or sale of drugs, narcotics, alcoholic beverages, or controlled substances on residence hall property. The possession of empty alcohol containers and drug paraphernalia are also prohibited.
- 10. In the Presence of Drugs or Alcohol:** Being present in a residence hall space where consumption, possession, distribution, or sale of drugs, narcotics, alcohol or other controlled substances is occurring is a violation of residence hall policy.
- 11. Theft/Vandalism:** Theft or attempted theft; burglary; unlawful possession of stolen property; attempted or actual unauthorized use of a credit card, debit card, student ID card, cell phone, personal identification number, or personal check; willful destruction, damage, defacement or mutilation of property which doesn't belong to the guest; misuse or misappropriation of university property or private property, including the misuse of surveillance cameras.
- 12. Use or Possession of Weapons:** Use or possession of weapons are prohibited in the 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 the residence halls.
- 13. Possession of Explosives/Combustibles:** The possession, use or distribution of any type of fireworks, ammunition/gun powder, fuses, or any explosives/combustibles of any kind including the storage of propane tanks.
- 14. Use of Fabricated or Falsified Information:** Misrepresentation of identity or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a residence hall or university staff member. Furnishing false information to any university employee is also prohibited.
- 15. Misuse of Keys, Meal Cards and Prox Cards:** Unauthorized possession, duplication or misuse of room or building keys/meal cards/prox cards. UH&D keys, meal cards and prox cards must remain in the possession of the resident of the room/building at all times. All residence halls keys and prox cards must be returned when the residents vacate their room.
- 16. Loud and Disruptive Behavior:** Loud and disruptive behavior inside or outside of a residence hall room.
- 17. Arson/Fire Violations:** Intentional setting of a fire or the possession or use of candles, incense (lit or unlit) or any type of open-flame or open filament device.
- 18. Criminal Conduct:** Conviction of any federal, state, or local law or ordinance that affects the safety and security of those staying in the residence halls.
- 19. Violation of the University's Acceptable Use Policy:** Violation of the University's Acceptable Use Policy (when applicable) found at: housing.uiowa.edu/resnet-policy

- 20. Violation of University Policy/Procedure:** Violation of any university policy, rule or regulation published in hard copy or available electronically on a university website. Failure to follow emergency procedures is also prohibited. Published university policies include, for example, the Policy on Violence, the University Policy on Human Rights, and the Sexual Misconduct Policy Involving Students, including Sexual Assault and Sexual Harassment.
- 21. Self-Destructive Behavior:** Engaging in self-destructive behavior.

ADDITIONAL RULES

ALCOHOL

The University of Iowa residence halls are substance-free environments. Consumption, possession, distribution or sale of alcoholic beverages is prohibited in all residence halls regardless of age. Any alcohol found in the halls will be destroyed 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 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/conference.

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 building desk.

ELEVATORS

Passenger elevators located within the residence halls are provided for use by residents/guests/staff of that building. Damage and vandalism of the elevators, use of emergency alarms/stops in situations other than an emergency, unauthorized use of an elevator key and evacuating people from the elevator without trained personnel are all prohibited.

ELIGIBILITY FOR SUMMER HOUSING

Registered sex offenders are not eligible for UI summer camp and conference housing. If the university becomes aware that a guest or live-in staff member is a registered sex offender or has a record of criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community, UH&D may not accept that request for housing (pre-arrival), or may immediately terminate housing for said individual (after arrival).

GUESTS/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.

HOVERBOARDS

Due to fire concerns surrounding hoverboards, UH&D prohibits the possession or use of hoverboards in all residence halls, apartments and dining areas.

PETS

Pets are prohibited from entering the residence halls at all times, even on a “visiting” or “temporary” basis. Accommodations may be made for service animals with advance notice and proper documentation.

ROOM/DOOR DECORATIONS

Decorations may not obstruct doorways, corridors, stairways or any other means of exit. Lighting fixtures or firefighting equipment including sprinkler piping should not be decorated. Decorations attached to or suspended from the ceiling are prohibited. Candles (lit or unlit) or other open flames are prohibited. Flammable and combustible materials on room doors must be kept to a minimum (no more than 25% of door may be covered).

ROOM SWITCHES/CHANGES

The camp/conference sponsor and the information desk must approve any room change before it is made. If room changes are allowed, they are oftentimes completed during specified times.

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/attendee’s parent, guardian, or appropriate relative.

SMOKING/TOBACCO USE

Smoking is prohibited on the University of Iowa campus, both indoors and outdoors. The use of tobacco, including smokeless tobacco products, and legal smoking products is prohibited in campus buildings including all residence halls. Counselors/live-in staff members over 18 years of age may possess and are allowed to store tobacco and legal smoking products in their rooms but may not use them in the halls. More information on the policy and maps of where smoking is permitted can be found at: hr.uiowa.edu/faqs/smoking-policy.

UNAUTHORIZED AUDIO/VIDEO

Any actual or attempted unauthorized use of electronic or other devices to make an audio or video record of any person without prior knowledge or consent, when such a recording is likely to cause injury or distress to the subject of the recording is prohibited. Unauthorized photographs or video of a person in a locker room, restroom, or bedroom are examples of conduct which violates this rule.

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 and locked during periods of high winds and/or heavy rains.

EMERGENCY PROCEDURES

GENERAL EMERGENCIES

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 alarm system alerting residents of the warning. The message will play for ten minutes and will only replay if there is a change to the warning. All residents should immediately relocate to a refuge 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 that the warning has expired. Residents should seek shelter until the all clear has sounded.

FIRE

In the event of a fire in a residence hall, 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 University Police, 319-335-5022.



UNIVERSITY HOUSING & DINING

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, The University of Iowa, 202 Jessup Hall, Iowa City, IA, 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu.



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