



# 2020 - 2021 RESIDENCE HALL HANDBOOK



UNIVERSITY OF  
ARKANSAS

**Student Affairs**  
*University Housing*

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## WELCOME TO THE UNIVERSITY OF ARKANSAS

Welcome,

As we adjust to the pandemic, University Housing is taking extra precautions in preparing for your arrival.

It takes everyone wearing a face covering, washing hands frequently and social distancing to have a successful year on campus. It is important to read the handbook so you are well informed of all changes – for example, visitation.

Both the University and University Housing have policies and guidelines in place to help students live together successfully. We encourage residents to download and review the Residence Hall Handbook before arriving on campus, as it provides:

- Tips on preparing for the arrival
- Hall services provided
- Community standards
- Strategies for a safe and secure environment
- Facility information such as how to request a repair in residential spaces
- Contract information
- Campus resources

If residents have concerns about the behavior of other students, please talk to the coordinator for residence education (CRE) or the resident assistants (RA) in the residence hall for guidance.

Florence Johnson  
Assistant Vice Chancellor



## OUR MISSION

### MISSION

University Housing is committed to providing a safe, comfortable, convenient and reasonably-priced living and learning environment that promotes student success.

### NOTICE OF NONDISCRIMINATION

The University of Arkansas is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of race, color, sex, creed, sexual orientation, disability, veteran's status, age, marital or parental status or national origin.

### HELPFUL LINKS

- Office of Equal Opportunity and Compliance - [oeoc.uark.edu](http://oeoc.uark.edu)
- Office of Student Standards and Conduct - [ethics.uark.edu](http://ethics.uark.edu)

### PURPOSE OF THIS HANDBOOK

This handbook is a guide to life in a University of Arkansas residential facility.

It describes policies relating to residents' contractual relationship with University Housing, roommate information, safety procedures and maintenance standards. University Housing and the University of Arkansas reserve the right to update and/or change policies throughout the year.

Any questions concerning policies and procedures should be addressed to the residence education staff member in the student's residential facility. Living units and/or residential facilities refer to houses, individual rooms, suites, or apartments in any facility operated by University Housing for which a student has contracted for space.

The University Housing Office is located at 960 W. Douglas St., Fayetteville, AR, 72701.

University Housing staff can be reached by telephone at 479-575-4687 (HOUS) or by e-mail at [housing@uark.edu](mailto:housing@uark.edu).

### OTHER STUDENT GUIDES

#### University of Arkansas Student Handbook

[safety.uark.edu/](http://safety.uark.edu/)

The University of Arkansas Safety website contains information about emergency preparedness, the RazALERT notification system, inclement weather information and more. Additional safety information, including how to download the SafeZone app, is available at the University Police Department website, [uapd.uark.edu](http://uapd.uark.edu).

#### University of Arkansas Student Handbook

[handbook.uark.edu/](http://handbook.uark.edu/)

The University of Arkansas Student Handbook serves as a guide to student life.

#### Code of Student Life and Student Standards of Conduct Website

[ethics.uark.edu/](http://ethics.uark.edu/)

Residential students should familiarize themselves with the Code of Student Life and Student Standards of Conduct.

## 1.0 READY TO ARRIVE

*This section of the handbook covers things residents need to know before arriving on campus.*

### 1.1 PROVIDED ITEMS IN ROOM

The following items are provided by University Housing. Residents may not remove them from their room.

#### Items in Room

- Twin-sized bed and mattress
- Study desk
- Desk chair
- Closet or wardrobe
- Dresser

Residents may not remove these items from their room.

#### Services Provided

- Wireless internet (Ethernet connections may be available)
- Cable TV outlet, including digital cable
- Remotes and HDMI cords are available for check-out at the front desk

### 1.2 WHAT NOT TO BRING - PROHIBITED ITEMS

Certain items residents may take for granted at home can prove impractical or harmful in a group living community or apartment.

Some items listed are specifically prohibited by law and/or University policy.

Residents found with these and/or other prohibited items in their room or apartment will be asked to remove the item and may be subject to disciplinary action through the office of Student Standards and Conduct.

Items prohibited by law may be subject to immediate confiscation by University officials:

#### Prohibited Item List

- Air conditioners - including window and portable units
- Pets, except for harmless fish in an aquarium less than 10 gallons
- Candles (lit or unlit), incense and open flame/open coil activated potpourri and wax warmer products such as "Scentsy"
- Cooking appliances (with the exception of microwave ovens, coffee makers, hot pots and popcorn poppers with closed coil heating elements)
  - » All open-heating coil devices such as toasters, toaster ovens, hot plates, etc. (any appliance with a heating element residents can touch and/or see glowing when on)
  - » Due to increased risk of fire, this prohibition extends to "George Foreman-style grills," and "NuWave," or any type of induction-heating device
- Metal-tipped dart boards and darts
- Electric blankets or bed warmers
- Electronic scooters, bikes, skateboards and other similar equipment such as self-balancing boards
  - » Due to a potential fire hazard they are prohibited from being stored and/or charged inside any University Housing facilities including those managed by University Housing

- Grills - either outdoor or indoor (including electric steam grills)
- "3-in-1" laundry sheets
- Lighting fixtures using any halogen light bulbs
- Multi-plug outlet adapters or power strips without an internal circuit breaker
- Nails, screws, etc. for walls
- Paintball guns of any kind
- Space heaters of any type
- Wading pools, spas
- Waterbeds
- Water coolers
- Weapons
  - » This includes tasers, bladed, blunt, projectile including guns, bows and arrows, explosives and fireworks and other incendiary devices.
  - » Knives larger than 4 inches are only allowed in the kitchens of Duncan apartments.
- Other items (Those prohibited by law and/or University policy - See Policy 4.12 Firearms in Residential Facilities for more information.)

Note that flags, signs, banners or any other type of item may not be attached to the exterior of any University residence facility, tree, or shrubbery without written approval from University Housing.

This policy also covers items that might be hung for display in windows or balconies of any student residence.

### **1.3 APPLIANCES AND REFRIGERATORS**

Electrical appliances are permitted in residence hall rooms if they meet the specifications outlined below.

One refrigerator per bedroom not to exceed 3.2 cubic feet.

If residents are leaving their room for winter break, the refrigerator must be emptied, defrosted and unplugged.

Microwave ovens (one per room) must not exceed 0.7 cubic feet.

Popcorn poppers, coffee makers, and irons may be used if they are UL-approved units.

Stereos, computers, televisions, DVD players, video game systems and DVRs are allowed.

All extension cords must be UL-approved and of appropriate size and gauge to safely operate the appliance or device to which they are connected.

For the protection of residents property, University Housing recommends surge protectors be used.

Multi-plug adapters are permitted as long as they have a round cord. "Daisy-chaining" cords (connecting two or more cords without a surge protector) is prohibited.

### **1.4 STORAGE BETWEEN SEMESTERS**

Residents may leave their belongings in their rooms between fall semester and spring semester if they are returning to classes for the spring semester.

Room furniture and other department-owned furnishings provided in the room at the time of check-in must be in the student's designated room in working condition at the time of official check-out from the hall.

All belongings must be removed at the end of spring semester and summer session.



University Housing does not provide storage space and does not assume responsibility for theft or casualty losses of personal property.

University Housing strongly recommends that students take valuables and electronics home for semester break.

### **1.5 RENTERS INSURANCE & STUDENT RESPONSIBILITY**

It is strongly recommended that residents purchase renters' insurance to protect their personal property. The University is not responsible for loss or damage to residents' personal property for any cause or reason.

Moreover, the University is not responsible for any injuries, including but not limited to death, to residents or guests, or damage to their property that may result from misuse of the premises or arising from any act which violates the Room and Board Contract or University policy.

Even if a resident is a dependent under a parent or guardian's insurance policy, personal property may not be covered. Residents should ask their parent or guardian to see if renters' insurance is recommended.

University Housing will not assume responsibility for loss of property resulting from building systems failure or natural causes to include but not limited to fire, lightning, tornadoes, earthquakes, wind storms, hail, explosions, smoke, flood damage, pipe bursts, power surges, power outages, vandalism and theft.

University Housing, at its sole discretion, may choose to partially reimburse a student for loss or damage of personal items, based on a preponderance of evidence if the loss was a direct result of staff negligence or error. The decision must be approved through the director of Administrative Services. Reimbursements can only be processed after all required documentation has been provided. Staff located in the halls may not determine if loss of property will be covered.

The reimbursement amount will be determined by the director for Administrative Services. If the student has renters' insurance, University Housing, at its sole discretion may reimburse the student up to the amount of the deductible on the policy (not to exceed \$500).

If the student does not have renters' insurance, then University Housing, at its sole discretion, may reimburse the student equal to the amount of damage (not to exceed \$500). University Housing may consider the age of the property/item(s) when determining reimbursement.

The reimbursement may not exceed the actual value of the item(s) that were damaged. In cases of theft, a police report must be filed within 48 hours of initial discovery of missing items.

## 2.0 RESIDENT SERVICES

*This section deals with life in the halls and the services that University Housing provides for residents.*

### 2.1 MAIL & PACKAGE DELIVERY

Gifts, flowers, mail and packages may be delivered to the residence halls during office hours.

#### Packages

USPS (United State Postal Service) packages that fit in the resident's private mailbox are placed in that mailbox upon delivery.

Items shipped must be addressed with the resident's name and correct address in order to arrive in a timely manner.

If the package does not fit in the resident's mailbox, the residence hall administrative specialist will notify the resident via university e-mail that an item has either been placed in a package box or that it should be picked up at the designated front desk.

Residents have the option for UPS packages to be delivered to a locker system located in the tunnel beneath the Connections Lounge at the Union. This service is administered by UPS. More information can be found at UPS My Choice.

Packages may be picked up at the front/zoned desk of residence hall during normal business hours when the hall administrative specialist or designee is present.

#### Package Hours

Sunday	4 - 8 p.m.
Monday - Wednesday	8 a.m. - Noon; 12:30 - 8 p.m.
Thursday - Friday	8 a.m. - Noon; 12:30 - 4 p.m.
Saturday	Closed

Residents must present a picture ID to pick up items. Mail distribution of materials through residence hall mailboxes is regulated by the following conditions:

Student government or University Housing-related business items, upon the approval of the director for Administrative Services, might be distributed without names, addresses or postage.

All other materials must be processed and delivered by USPS.

For security, residents should always lock their mailbox after checking for mail.

Any mail issues should be reported to the resident's coordinator for residence education (CRE) or hall administrative specialist.

If residents reside in a Duncan Avenue Apartment, mail and packages are delivered directly to residents from USPS, UPS, FedEx and DHL.

Please consult the information residents received at check-in regarding USPS delivery.



## 2.2 INTERNET ACCESS

Internet access is included with residents' Housing costs.

- Residents may request internet access assistance by contacting University Housing's ResNet service.
- Troubleshooting information and contact information for ResNet is found at [housing.uark.edu/resnet](https://housing.uark.edu/resnet).

### Wireless Routers and Printers

For the 2020-2021 school year, routers are only permitted, in the following facilities after registration and approval:

- Alpha Phi Alpha House
- Delta Sigma Theta

Wireless printers that communicate in the 2.4 or 5 Gigahertz (GHz) frequency are not allowed in University Housing facilities where an indoor University of Arkansas wireless network is provided to the room.

If a printer supports wireless communication and a wired connection, the printer is permitted only if the wireless communication is disabled.

Students found in possession of prohibited devices, will face progressive disciplinary action, potentially including loss of internet service in their room.

To maintain the University of Arkansas wireless network, University of Arkansas staff may enter a room to remove prohibited devices.

## 2.3 FIX IT

Completing a FIX IT ticket (maintenance request) allows University Housing staff to fix something in a resident's room, on the floor or anywhere in the building.

It can be something as simple as replacing a light bulb or putting dresser drawers back on track, to fixing a leak in the restroom or replacing a broken window.

There is no cost to have the maintenance personnel make necessary normal repairs.

Turn in a FIX IT ticket at any time, night or day by completing an online request through the Housing FIX IT service: [housing.uark.edu/fixit](https://housing.uark.edu/fixit) or call Housing's 24/7 Service Center 479-575-7005

Maintenance personnel work from 8 a.m. - 4:30 p.m. on weekdays.

By submitting a FIX IT ticket, residents authorize University Housing staff and maintenance personnel to access their room or apartment in order to make repairs.

Residents are advised to dress appropriately when staff are present. During these unprecedentedly times of pandemic, residents will be asked to wear a face covering and to stand outside their room to maximize social distancing while maintenance personnel respond to their room for any request.

## 2.4 TRASH DISPOSAL

Central trash rooms are located on the ground floor of each building. Public area trash receptacles, including community bathroom trash receptacles, should not be used to dispose of room trash.

Trash chutes are typically closed for cleaning on Thursdays from 1-3 p.m.

Bulky items (pizza boxes, carpets, clothes hangers, cinder blocks, etc.) must be carried to the dock area or to the outside dumpsters to avoid jamming the trash chutes.

Containers holding fluids should be emptied down an appropriate drain before disposal into the trash chutes.

Glass and/or hypodermic needles should not be thrown down trash chutes. Sharp's containers are available at the front desk to properly dispose of needles. (See policy 4.12 Use Of Sharps Containers).

## Recycling

Residents are highly encouraged to participate in recycling. Green and yellow topped collection containers are conveniently provided for this purpose. All cardboard boxes should be broken down. Any e-waste (computers, printers, batteries, etc.) should be delivered to the back dock of the Campus Bookstore at the corner of Douglas Street and Lindell Avenue for proper disposal.

Do not place trash or food waste into recycling bins as this contaminates recyclable materials. Contaminated items cannot be recycled and end up in a landfill instead of being used again.

You can recycle the following items in the residence halls: paper, cans, bottles. See [sustainability.uark.edu](https://sustainability.uark.edu) for more campus information.

## 2.5 LAUNDRY

Unattended clothing left in the laundry room will be collected and removed every Friday. Items removed from laundry rooms will be stored 30 days in a designated area in each residence hall.

Residents should report missing items to the hall administrative specialist who will contact the lead institutional service assistant (ISA) and schedule a time to view available items.

All unclaimed items will be donated to a non-profit organization once the 30-day period has expired..

## 2.6 PEST CONTROL

Should there be an insect problem in residents room, submit a FIX IT ticket: [housing.uark.edu/fixit](https://housing.uark.edu/fixit) or call University Housing's service center 24/7 at 479-575-7005.

## 2.7 VENDING MACHINES

Vending machines are located on the main floor or basement of most residence halls. All refund concerns for Pepsico should be emailed to [Pepsi4u@uark.edu](mailto:Pepsi4u@uark.edu) and for Imperial (snack machines) to [Bevsnack@uark.edu](mailto:Bevsnack@uark.edu). The hall administrative specialist at the front desk during normal business hours can assist you with the process to get a refund for a faulty machine.

The University Business office will notify a resident through their university email account when the refund is available.

Please report any machine in need of service to the staff at the front desk.

## 2.8 AIR QUALITY

University Housing's highest priority is the health, safety and comfort of our residents. We place great importance on the indoor air quality of our facilities. We've equipped our facilities with heating, ventilation and air conditioning systems designed to provide quality indoor air.

Many factors affect indoor air quality.

## Indoor Air Quality Factors

- Poor ventilation or blocked air flow
- Problems controlling temperature or broken thermostats
- High or low humidity levels
- Other activities in or near a building that can affect the fresh air coming into the building.
- Specific contaminants like dust from construction or renovation, mold, cleaning supplies, pesticides or other airborne chemicals.

Our air quality is greatly affected by daily and seasonal environmental changes. It is not uncommon to see frequent alerts provided by the National Weather Service reporting elevated pollen, mildew, mold and other allergen and air contaminants that may be problematic for people with heightened sensitivities to changes in air quality.

According to the United States Environmental Protection Agency, there is no practical way to eliminate all mold and fungal spores in an indoor environment. Mold spores waft through the indoor and outdoor air continually. When fungal spores land on a damp spot indoors, they may begin reproducing, creating an environment for mold to form.

In order to reduce the possibility of spores reproducing, University Housing strives to maintain relative humidity indoors at levels at or below 60 percent.

To reduce the potential of mold indoors, water problems or leaks should be identified, reported, and corrected as soon as possible. These include dripping pipes, leaks, floods, and rainwater coming in through windows.

### Tips to Prevent Mold

- Keep wet clothing in an airtight container until laundered
- Do laundry regularly
- Dry clothing before storage

In warmer temperatures, keep the windows closed. Open windows allow humidity/moisture levels to rise, condensation to form and creates conditions that allow mold to grow in your room.

Where possible, keep wet towels or robes in the bathroom to dry and keep moisture from migrating into the bedroom.

Always keep the bathroom door closed to keep moisture out of the room. The ventilation system in the bathroom is designed to take moisture out and keep it out of the bedrooms.

### Temperature Controls

Do not attempt to control temperature by blocking the air supply on your fan coil unit or by opening your windows. This negatively impacts the efficiency of the unit and allows more humidity to build up within the room. Some of our windows are equipped with switches that turn off the HVAC units within the room altogether when windows are opened to eliminate potential flooding due to overproduction of condensation and short cycling of units.

Keep the thermostat set at or near 72 degrees. It is optimal to keep the system running, but if it is too cold, relative humidity will rise and condensation may form.

Keep the thermostat fan setting on "AUTO". Frequent manipulation of the thermostat negatively impacts the efficiency of the fan coil.

### Report Suspected Mold

Report any presence of mildew or mold in your room immediately by submitting a FIX IT work order [housing.uark.edu/fixit](https://housing.uark.edu/fixit) or by calling the

## 3.0 COMMUNITY STANDARDS

*This section provides information about the community standards when living in a University Housing facility.*

### 3.1 LIVING WITH ROOMMATES

It is likely the first person a resident meets on this campus will be their new roommate. Having a great experience as roommates requires communication, openness, honesty, respect and flexibility. Communicating upfront about each other's needs, schedules and concerns is very important to creating a positive living environment.

From sharing clothes to having visitors, it is important that ground rules are established as soon as roommates both move-in. Respect of each other as individuals is key.

Personnel to assist residents include resident assistants (RA) and coordinators for residence education (CRE).

Confidentiality cannot be promised in matters relating to discrimination, sexual harassment, retaliation, or serious misconduct or crime, or if there is imminent risk of serious harm.

#### Roommate Agreements

Roommate Agreement Forms are completed through the housing contract portal at [campushousing.uark.edu](http://campushousing.uark.edu).

A Resident Assistant for your community will set up a meeting for both roommates to discuss their needs about living cooperatively and establish standards for living together after move-ins. Residents will have the opportunity to view their completed roommate agreement form through the housing portal.

#### Living with Roommates

An integral part of community living is learning to resolve concerns and issues in an appropriate and effective manner. Conflict is part of life. Dealing with conflict as a student can be challenging, especially when the conflict is with someone residents interact with each day.

When trying to address a concern, or resolve a conflict, here are some things to keep in mind.

When a conflict arises, talk with the other party regarding the concerns. Chances are they may not even know their behaviors are affecting residents.

Refer back to the roommate agreement to see if this can help resolve the issues and update the roommate agreement if necessary.

Try not to procrastinate from resolving the problem. Avoiding conflicts usually means they will escalate and become more difficult to address later.

Find a time and place you will both be able to comfortably and openly discuss concerns.

It is expected residents will be courteous and respectful of their neighbors. University Housing suggests residents attempt to resolve conflicts among themselves by first addressing the problem.

If the problem continues, a resident should contact a resident assistant (RA) for strategies on how to resolve the conflict. Should a resident still require additional assistance, the coordinator for residence education in that community is available as a resource.

### 3.2 HALL VISITATION

Residential buildings on campus are special purpose buildings and are not open to the general public.

Only residents assigned to a residential facility, university officials and guests (defined below) who have a legitimate reason for being in the building are allowed inside.

A guest is someone who comes to visit a specific resident or who has been extended an invitation to visit by the University for a specific occasion, special function, tour, or official visit. Guest who are minors, non-contracted residents, under the age of 18 are not allowed. residence hall without parental supervision. Family members are considered guests.

University Housing can suspend visitation for emergency needs or extenuating circumstances.

Overnight guests are not allowed during the 2020-2021 academic year

#### Visitation Information

Visitations are found on the specific hall pages at [housing.uark.edu](https://housing.uark.edu).

1. Any person(s) who are not assigned to live in the designated room are considered as guests.
2. A roommate is allowed free access to their home at all times and shall not be restricted by the visitation of a guest.
3. All guests must wear a face covering and be escorted by their host at all times.
4. The host is responsible for familiarizing the guest with the University rules and regulations and is responsible for the conduct of the guest.
5. Visitation hours are posted in the lobby of each residence hall or can be determined by contacting University Housing.
6. Residents are not allowed to have overnight guests.
7. The University does not condone cohabitation.
8. Individuals in violation of these or other University rules and regulations may be required to leave a residential facility and/or referred to Student Conduct.

### 3.3 QUIET HOURS

Quiet hours are defined as unreasonable loud noise, defined as sound which can be heard either two doors away or more than twenty-five (25) feet from the door, coming from a student's room.

Quiet hours are in effect from 9 p.m. to 8 a.m., Sunday through Thursday. On Fridays and Saturdays, quiet hours are in effect from 11 p.m. to 10 a.m.

Twenty-four hour quiet hours will begin Friday evening at 9 p.m. of the last week of classes preceding the final exam week.

Twenty-four hours quiet hours will be in effect during the final exam week and during intersession periods.

Twenty-four hour quiet hours are established and cannot be altered by residents.

All attempts will be made to make building repairs at a reasonable hour. However, emergency work or repairs inside or outside residential facilities may need to be completed during quiet hours.

### 3.4 ALCOHOL IN UNIVERSITY HOUSING BUILDINGS

Public intoxication is prohibited on campus, including in the residence facilities. Public intoxication is defined as visible intoxication, such as being unable to walk unassisted, unable to speak coherently.

The use of alcohol will not, under any circumstances, be accepted as an excuse for irresponsible behavior.

A keg of beer or similar containers, whether empty, partially or full, are strictly prohibited in residence facilities, regardless of the age of the resident.

### **Residents 21 Years of Age and Older**

University Housing residents, 21 years of age or older, may possess and responsibly consume alcohol in the assigned residence hall room, suite, or apartment of a resident 21 years of age or older, so long as the door is closed, but not in public or common areas of residential facilities. Common areas include but are not limited to all restrooms, laundry rooms, hallways, stairways, elevators, lobby areas, foyers, lounges, outside lawns, and a resident room when the door is open.

A resident 21 years of age or older may not purchase alcohol for or serve alcohol to anyone under 21 years of age.

Using empty beer bottles, cans, or other alcoholic beverage containers for decoration or display in resident rooms or in University Housing facilities is considered "trophying" and is not allowed.

### **Least Restrictive Sanctions for Alcohol and Drug Violations**

To find the Least Restrictive Sanctions for Alcohol and Drug Violations, go to the Student Standards and Conduct website.

## **3.5 THE BURNING OF CANDLES AND OTHER ITEMS IN RESIDENCE HALL ROOMS, OFFICE AND PUBLIC SPACES**

No candles - wickless or with a wick - are allowed in any residence hall or University Housing facility, room, office or public space.

Incidents that occur involving the burning of incense, candles, aromatic herbs or anything with an open flame in the residence halls will be handled through the Office of Student Standards and Conduct and may result in a contract review with possible cancellation.

## **3.6 USE OF ELECTRONIC IMAGING DEVICES**

Any activities that infringe on the privacy of others or violate policies or laws are prohibited.

It is not permissible to use an electronic or other devices to make an audio or video record of any person, without the person's prior knowledge or consent where there is a reasonable expectation of privacy and such a recording is likely to cause injury, distress, or damage to reputation, including, but not limited to, in such locations as showers, locker rooms or restrooms.

Use of cameras or other electronic imaging devices to transmit or record images or video from residence hall rooms is limited to the capture of that resident's contracted portion of the room unless written permission is obtained by all contracted residents of the room.

This written permission must be filed at the University Housing Office with their Housing contract.

## **3.7 USE OF COMMON AREAS AND RESERVING ROOMS**

The coordinator for residence education of each residence hall or supervising graduate assistant is responsible for approving the reservation of the common areas in his or her hall.

University Housing may limit the use of common areas to outside organizations due to public health concerns.

The occupancy of all rooms has changed to meet COVID-19 guidelines. Please confirm before booking.

The coordinator for residence education in each residence hall or is responsible for approving the reservation of the common areas in their hall.

All Centers for Disease Control and UA guidelines regarding COVID-19 must be followed. The person or persons reserving the space are responsible for sanitation.

Areas are reserved on a first-come-first-served basis by contacting the coordinator for residence education or supervising graduate assistant.

It is the responsibility of the coordinator for residence education to confirm with the appropriate reservation contact.

Registered Student Organizations (RSOs), University Housing staff, or residents of the living facility will be given preference over outside entities when reserving space in a University Housing facility.

All events must fall within the guidelines set by the Student Code of Conduct and the University Housing policies.

Outside student organizations/entities may reserve a common area of a residence hall by contacting the coordinator for residence education 2 business days in advance. For secured spaces, outside student organizations/entities can follow the process listed under the Housing Room Reservation Process explained below.

Anyone reserving a room is responsible for removal of all trash and resetting and sanitizing tables and chairs before leaving.

A charge may be assessed if the room/ area needs additional housekeeping attention after an event (excessive trash or extra cleaning required to the facilities).

University Housing may close or restrict the use of common areas and/or reserved rooms based on CDC recommendations on shared spaces.

### **Housing Room Reservation Process**

The room reservation process will be available in two environments. The outlook environment will be utilized for conference rooms, meeting spaces, and multipurpose spaces.

Seating in all rooms have been decreased to allow for social distancing. It is recommended that you check on new room occupancy allowances.

The 25 Live environment will be for classrooms and utilized by the Registrar's Office.

#### 25 Live Process

Classrooms listed below are reserved by sending an e-mail to the assistant director of conference services with your request to initiate the process.

- Maple East – 139, 140, 162
- Maple South – 143, 145
- NWQ B – 108

#### Microsoft Outlook Calendar Process

Meeting rooms listed below are reserved using exchange (Microsoft Outlook)

- Founders 105
- Futrall 157
- Housing Office – 131, 206, 215, 231
- Humphreys – 0015, Great Room, 114



- Maple East – 144, 151, 151A
- NWQ B – 112, Lobby
- Pomfret – A136, Great Room
- Reid – 117, Sun Room, 106-107
- Walton – Brown Room, Green Room

#### Coordinator for Residence Education Process

Contact the respective building's coordinator for residence education.

- Duncan community building
- Founders Hall Conference Room (105)
- Humphreys first floor and basement
- Pomfret Hall Great Room
- Reid
- Walton

Adohi Creative Community rooms are reserved by contacting the coordinator for the Adohi Creative Community.

#### **Housing Outdoor Reservations**

Reservations for the use of Maple Hill South Lawn and Humphreys Hall Lawn are made through Facilities Management by accessing their website, [fama.uark.edu](http://fama.uark.edu), and clicking on Facilities and Outdoor Reservations.

Adohi outdoor spaces, such as the lawn and basketball area, can be reserved through the Adohi coordinator for residence education.

### **3.8 DOOR DECORATIONS**

For safety regulations, no more than 50% of resident room doors facing the interior hallway may be covered with decorations. The room number and peephole must be visible and not covered by decorations. Only blue tape should be used to hang decorations. Residents will be charged for damages made to doors.

### **3.9 POSTING INFORMATION IN UNIVERSITY HOUSING BUILDINGS**

Only flyers and posters that have been officially approved for posting by University Housing will be allowed in the residence facilities.

Flyers and posters that have not been approved or have been posted improperly will be removed and discarded.

All businesses and organizations must have prior permission from University Housing to post in the residence halls. University Housing reserves the right to reject advertising/posting

The quantity of material allowed and locations available for posting vary in each hall. Interested individuals can contact University Housing for more information.

Businesses and organizations that do not follow proper procedures and post materials may be contacted regarding violation of University Housing policies and may be charged for removal of flyers and posters and the cost of any damage that occurs to the facility.

Those pertaining to registered student organizations, private businesses, personal items for sale, etc. are restricted to public areas.

Materials that discriminate against any member of the university community or visitors on the campus through advertising of offensive behavior or

events of a form of biased or prejudiced nature related to one's personal characteristics, such as race, color, national origin, sex, religion, disability, age or sexual orientation will not be allowed.

### **Submission Process for Paper Signage**

All flyers and posters should be delivered to the University Housing Office.

For flyers/posters to be posted on Monday, they must be received at the University Housing office no later than noon on Wednesday of the preceding week.

Flyers and posters received after noon on Wednesday will be discarded or not posted until the following week.

### Digital Signage

Adohi Hall, Founders Hall and Hotz Honors Hall utilize digital signage on each floor of those buildings.

Digital signage must be a JPG or PNG image at 1920 x 1080 px in size. Those files can be submitted at [housing.uark.edu/digitalsign](https://housing.uark.edu/digitalsign).

The deadline for digital signage is the same as paper signage.

### "Free Will" Materials

As part of COVID-19 planning, distribution of a "free will" pick up table may be limited.

The director for residence education must approve these items prior to being placed in a public area.

### Selling Items Between Residents

Residents of a hall wanting to post information such as an item for sale within their hall, should contact their coordinator for residence education for approval and appropriate procedures.

### Dining Hall Materials

To post flyers or information in any of the dining facilities, contact Campus Dining Services at 479-575-3232.

## **3.10 SOLICITATION IN UNIVERSITY HOUSING BUILDINGS**

Residents are not permitted to provide interior access to a University Housing facility to any business or commercial entity without prior written permission from the assistant vice chancellor for University Housing or their designee.

The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for, and are exclusively devoted to, the organized and approved University program of higher education.

As such, they are committed to be used for the nonprofit, tax-exempt use of the official program of the University.

Under no circumstances is door-to-door selling soliciting or canvassing of any item or service permissible.

A University Housing residential facility is not open to anyone other than residents assigned to that facility, University officials and guests (as defined in Policy 3.2 Hall Visitation) who have a specific legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public.

### **3.11 SMOKING IN UNIVERSITY HOUSING BUILDINGS**

Smoking and tobacco use are strictly prohibited within or around the facilities on campus of the University of Arkansas. Further, students under the age of 21 are not permitted to be in possession of cigarettes. This includes e-cigarettes or vaping.

See Fayetteville Policies and Procedures 724.0 and the Arkansas Clean Air Act of 2018 for more information.

### **3.12 PETS**

Pets are limited to small, harmless fish. Aquariums can be no larger than 10 gallons. Information about service animals and emotional support animals can be found in section 6.12 Residents Requesting Special Needs Accommodations.

### **3.13 MEDICAL MARIJUANA**

The Arkansas Medical Marijuana Amendment of 2016 (“MMA”) legalized medical use of marijuana under state law for individuals who have a written certification of a qualifying medical condition from a physician and have registered with the Arkansas Department of Health (“qualifying patients”). Marijuana remains illegal under federal law. In addition, there are limits on the use and possession of medical marijuana by qualifying patients under state law.

The following information is being provided to address questions from employees and students about the use and possession of medical marijuana within the University of Arkansas System. Any questions that are not addressed here may be referred to Human Resources.

The University is subject to and will continue to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The University will also comply with applicable state laws and regulations.

Medical marijuana in any form shall not be possessed or used on any University campus or owned or leased space, including campus housing, or at any university-sponsored events or activities.

## 4.0 SAFETY INFORMATION

*This section talks about safety for residential students.*

### 4.1 HEALTH AND SAFETY INSPECTION OF CAMPUS RESIDENCES

University Housing maintains regularly scheduled facility inspections for items that are routine in community living environments.

Any requests for supplemental inspections for possible maintenance items should be submitted through University Housing's FIX IT work order system for appropriate follow up: [housing.uark.edu/fixit](https://housing.uark.edu/fixit) or by calling the University Housing 24/7 Service Center at 479-575-7005.

Due to COVID-19, residents' spaces will be inspected for health and safety following CDC guidelines in October, December, and March. Residents should follow all CDC guidelines when cleaning their space.

University Housing reserves the right to schedule a special health and safety inspection of any residential unit and or public area.

### 4.2 COVID-19 AND SAFETY ADDENDUM

All students are required to electronically complete a University Housing safety addendum for their on-campus residence.

Residents may find the COVID-19 and safety addendum in Appendix B: Safety Addendums.

### 4.3 RESIDENT KEYS & LOCKOUTS

#### Daytime Lock-outs

The resident may check-out a loaner key/fob from their hall administrative specialist.

The resident has 30 minutes to return the loaner key fob set and reclaim his/her student ID or other item.

If it is not returned within 30 minutes, the resident's student account may be charged a \$50 administrative charge.

If the loaner key fob is not returned within 24 hours, a lock change will be ordered and their student account will be charged accordingly.

#### Cost of Lock Changes

- Non-Suite Style \$100
- Suite Style \$125
- Apartments \$125

#### After-hours Lockouts

This includes 4 p.m. to 8 a.m. Monday through Friday and all-day Saturday and Sunday.

These lockouts are handled by the resident assistant on duty, who will key the resident into the room after seeing the resident's ID or checking the resident's ID once the room has been opened.

Once the resident is in their room, they must show the resident assistant their room key.

If the resident's keys are present in the room at the time of the lockout, the resident must present the keys to the resident assistant.

In the event the keys are lost or misplaced, the resident assistant must report this to the hall administrative specialist and the coordinator for residence education by noon of the following business day. Resident assistants cannot leave a loaner key/fob set with the resident unless following the formal loaner key/fob lending process.

If needed, the resident must go to the front desk where packages are received during normal business hours to sign out a loaner key/fob set. Staff will decide if a loaner key/fob set will be issued or if a lock change will be requested.

Each residence hall resident is permitted two "free" after-hours lockouts each semester.

Once a resident has reached their second after-hours lock-out for the semester, their coordinator for residence education will set up a time with the resident to have an educational conversation regarding their after-hours lockouts.

Once a resident has reached their third after-hours lockout for the semester, the coordinator for residence education will notify the resident that their university account will be billed \$25 for each additional after-hours lockout that occurs during the semester.

### **Other Situations**

Loaner key fob sets may also be checked out by residents for emergency situations as determined by coordinator for residence education and the hall administrative specialist.

Once the specified time is up, the resident must return the loaner key fob set to the front desk during normal business hours and show the hall administrative specialist their original room key.

In the event of a lock change, a loaner key fob set will be issued for use.

Once the lock has been changed and the new keys issued, the hall administrative specialist shall collect all the old keys and return them to the Housing Facilities Service Center.

If a lock change is ordered due to a resident having his/her keys lost or stolen, a lock change charge will be billed to the student's account.

### **Entering a Resident's Room**

Staff are permitted to key into any occupied residence hall room, apartment or Greek managed houses in cases of emergency, for maintenance, pest control, safety inspection, occupancy verification or when a student's behavior appears to violate the law or University regulations or policies.

University Housing staff may key into a room or apartment with authorization from the contracted resident usually in the form of a maintenance request.

Resident rooms in halls that are not open during academic breaks will be entered to verify compliance with break closing procedures.

## **4.4 ELEVATOR SAFETY**

Due to COVID-19, only four individuals are allowed in an elevator at a time, until further notice.

Elevators are provided for the convenience of residents and to ensure that buildings are accessible for students with mobility impairments.

Do not overload an elevator. The weight load of each elevator is clearly posted inside the cab. Do not enter an elevator that appears full. Do not try to leave a moving elevator.

Do not try to force elevator doors open. Attempting to force the elevator doors to open can cause injury.

Every elevator is equipped with an emergency phone. If residents find themselves stranded in an elevator, use that phone to call for help. All elevator emergency phones on campus are answered by the University of Arkansas Police Department (UAPD) dispatcher who will immediately contact a police officer and will dispatch them to the scene for assistance. Never try to climb out of a stranded elevator.

In case of fire, do not use an elevator.

Residents should watch their step getting on and off an elevator. Make sure the elevator car is level with the floor. The most common elevator related injuries are caused by tripping when entering or leaving an elevator or being hit by closing doors.

Do not interfere with opening or closing doors. If the doors are closing, let them. Never reach residents hand out to stop a closing door. Wait for the next elevator.

#### **4.5 HALLWAYS AND STAIRWELLS**

Fire codes prohibit the use of furniture, equipment, trash, and other obstacles that might obstruct passage in hallways and stairwells.

Games and other recreational activities and loitering are prohibited in these areas due to safety and security issues.

Violations will be reported to the coordinator for residence education or the graduate assistant for any facility who will take appropriate corrective measures.

Corrective measures may include removal and disposal of items left in hallways stairwells and conduct action.

#### **4.6 WINDOW LEDGES, SCREENS, AND ROOFS**

Building ledges are not balconies. Students are prohibited from removing the window screen from their window.

Residents and their guests are prohibited from accessing building ledges or roofs, walking or sitting on ledges or roofs or being on ledges or roofs for any reason, except as directed by emergency personnel.

Resident and their guests are prohibited from posting/placing/hanging anything on windows in assigned bedroom and/or living area of suites.

Throwing objects from the window or ledge is prohibited. If a violation occurs, University Housing will take the immediate action of reassignment to another residential facility, the lowest space available in a residential facility, or immediate removal from University Housing and/or termination of the Contract for Room and Board Accommodations.

The resident will be referred to the Office of Student Standards and Conduct and, if found responsible under the University of Arkansas Student Code of Conduct for accessing a ledge, is subject to the full range of sanctions.

#### **Reporting Screen Damage or Violations**

If severe weather storms blow a window screen off the resident should complete a FIX IT ticket or call 575-7005.

The room occupants will be charged a pre-set amount if it is determined that the screen was intentionally removed and/or damaged in any way.

## 4.7 USE OF ROOFS AND EXTERIOR WALLS OF BUILDINGS

University Housing follows University of Arkansas Systemwide Policies and Procedures 720.1 prohibiting access to these spaces by anyone other than maintenance staff.

## 4.8 FIRE ALARMS & DISABLING LIFE SAFETY EQUIPMENT

All resident's and guests must evacuate the building whenever a fire alarm sounds. Failure to follow university personnel directions may result in conduct sanctions. Failure to follow emergency personnel directions is illegal and you may be charged for a crime.

Tampering with or disabling smoke and heat detectors, fire sprinklers, fire extinguishers or emergency lighting systems is a violation. The minimum restitution for this type of offense is \$500.

Evacuation maps are posted in all facilities.

### Fire Safety Tips

- Before opening a door, see if it is hot by placing the palm of your hand against it. If it is hot, remain in the room.
- If you are on the ground floor level, carefully exit through the window if possible.
- If on an upper floor, call 911 and notify the dispatcher of the room number.
- Block entrance of smoke and heat into the room by stuffing towels or blankets around the door.
- Stay low near the floor to avoid smoke and heat. Open a window if possible. Do not exit onto ledges.
- Remain calm. Firefighters will get to you as soon as possible.
- If the door is cool, open slightly and check for smoke in the corridor.
- Stay low near the floor to avoid smoke and heat.
- Close doors on your way out.
- If the corridor is too smoky to reach stairway or exit, remain in the room,
- When leaving a building, get clear of the entire area.
- Proceed to the designated rally point for your facility.
- Follow all instructions as they are given.

Wear a coat and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use. Bring along your key/fob and ID. If you are away from your room or apartment when the alarm sounds, proceed to the nearest exit without returning to your room or apartment.

Do not use elevators. Use stairways only.

### Minimizing the Risk of Fire

Residents demonstrating any of the following behavior will be subject to disciplinary action and when applicable prosecution:

- Falsely reporting a fire, serious injury or any other emergency
- Pulling a fire alarm when no fire is evident
- Setting a fire or possessing or using flammable or highly combustible materials
- Tampering with or misusing (accidentally or intentionally) public area fire safety equipment, including fire extinguishers, sprinklers, smoke detectors, exit signs, alarm pull stations, alarm horns, and hoses
- Possessing, using or manufacturing fireworks or explosives
- Using unauthorized appliances, candles or incendiary devices



## 4.9 EMERGENCY SIREN AND NOTIFICATION SYSTEM

University of Arkansas residence halls and apartments are equipped with a system capable of transmitting pre-recorded and manual announcements.

Speakers are located throughout each facility. They will be used to share instructions during an evacuation.

## 4.10 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

General guidelines of evacuation procedures for persons with disabilities, which would make exiting difficult during a fire and other building emergencies.

Residents with disabilities must develop their own facilities' evacuation plans and identify their primary and secondary evacuation routes from each building. Persons with disabilities have four basic evacuation options:

- Horizontal evacuations
- Stairway
- Stay in place
- Area of refuge

More information can be found by clicking [safety.uark.edu/UA\\_Building\\_Emergency\\_Action\\_Plan.pdf](https://safety.uark.edu/UA_Building_Emergency_Action_Plan.pdf)

## 4.11 WEATHER SAFETY

Each residence hall floor has an evacuation and severe weather shelter diagram that provides evacuation routes.

Take a minute to go out into the hall, locate the placard and memorize resident's evacuation routes and shelter-in-place locations.

Safe areas in the residence halls will be away from windows or exterior doors.

### Weather Terms

**Tornado Watch:** A watch is issued when conditions are favorable, for example, either for a severe thunderstorm or tornadoes. It doesn't mean severe weather is imminent however, conditions are favorable for tornadoes

**Tornado Warning:** Means severe weather is imminent, and residents should take cover.

### After a Tornado

Stay in a group and wait for emergency personnel to arrive. Stay away from power lines and puddles with wires in them; they may still be carrying electricity.

Watch your step to avoid broken glass, nails or other sharp objects. Stay out of any heavily damaged buildings or apartments; they could collapse at any time.

Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Remain calm and alert, and listen for information and instructions from emergency crews, and university personnel.

#### 4.12 USE OF SHARP CONTAINERS

Each hall or apartment office will maintain a supply of “sharps” and medical waste containers equal to the number of residents living in their hall/office who requested them.

Each resident utilizing this service should log into the Environmental Health & Safety website [ehs.uark.edu/Login.aspx](https://ehs.uark.edu/Login.aspx) and review the University’s Medical Waste Disposal guidelines and expectations.

When a full/used container is returned to the front desk for an empty one, a container will be given to the resident immediately. The exchange of containers is only available during business hours.

#### 4.13 FIREARMS IN RESIDENTIAL FACILITIES & CAMPUS SAFETY

All weapons are prohibited on-campus. An individual with a concealed weapon permit and an enhanced carry permit is the exception. For additional information about concealed carry, preventing violence, preparedness, and campus emergency communication see [safety.uark.edu](https://safety.uark.edu).

Storing of ammunition is prohibited in any University Housing owned or managed facility.

#### 4.14 CLOSED-CIRCUIT VIDEO CAMERAS (CCTV)

University Housing works toward providing a safe environment for residents by integrating electronic technology into facilities and through community awareness. A valuable component of a comprehensive safety plan is closed-circuit television (CCTV) — a video camera program. CCTV devices are not a guarantee of a person’s individual safety or protection, and University Housing does not generally monitor CCTV cameras in real time. However, in some cases CCTV can serve as a useful and timely aid for investigating possible criminal matters, violations of University policies, or vandalism.

University Housing will work with an investigation by Student Standards and Conduct, Title IX, or other applicable university offices, the University of Arkansas Police Department (UAPD) and/or other law enforcement agencies as requested. CCTV is not used in private areas defined as areas in which a person has a reasonable expectation of privacy, including, but not limited to, non-common areas of residential facilities, corridors in facilities with community bathrooms, bathrooms within suites and apartments, shower areas, locker and changing rooms. Tampering with, including covering, moving, or disabling any CCTV camera will result in being referred to Office of Student Conduct and a minimum restitution offense of \$500.

## 5.0 RESIDENTIAL FACILITIES

*This section of the handbook covers issues relating to the physical facilities operated by University Housing.*

### 5.1 BED UNITS, BUNKS AND LOFTS

To maximize the useful life of beds and mattresses, beds may not be removed from a student room nor disassembled.

University Housing does not provide removal or storage of unwanted beds.

Mattresses and box springs must remain on assembled bed frames provided by University Housing.

Waterbeds are not allowed in a residence hall, suite or apartment rooms.

#### **Loft, Bunk Bed and Bed Riser Information**

Due to safety considerations, university policy does not permit residents to construct their own bed lofts or bunks for use in residence hall rooms, apartments or rooms in Greek managed facilities.

Attempting to bunk or loft beds without the proper equipment and parts may place residents at risk of severe injury.

With the furnishings provided, residents can arrange their rooms utilizing the bed bunking and lofting options offered by University Housing. Stabilizer bars must be installed on high loft configurations.

Residents are not permitted to build free-standing loft units or loft their beds using bunk bed components, in any facility managed by University Housing.

University Housing does not distribute materials for raising beds.

The use of cinder blocks, bricks, woodblocks, PVC pipe, etc., to raise beds is prohibited.

Acceptable bed risers are available at local retailers.

Duncan Avenue Apartments does not have loftable beds.

In the below pictures, note that the steel bed spring can be inserted into the posts at residential height or at a higher (loft) height.

The loft height will allow items to be placed under the bed for space-saving.

Note that the spring has two hooks on each end that insert over the steel rods on the steel channel embedded in the wood post (pictured below). If bunk beds are desired, replace the stabilizer bar with a steel bed spring. When changing resident's bed height or configuration, it is important to disengage both hooks on each end of the spring. If both ends are not disengaged, damage to the resident's bed may occur. Note, lifting on the spring while one foot is on the lower cross rail disengages the spring.

Sometimes it requires an upward tapping (rubber mallet) under the corner connection to dislodge the spring hooks from the steel rods. It is critical that the steel stabilizer bar (steel bedspring, if bunking) be positioned approximately 12" from the floor when the higher spring height positions are selected.

When the spring is positioned at lower heights, the stabilizer bar (steel bedspring, if bunking) is positioned 12" from the top of the bedposts. The stabilizer (steel bedspring, if bunking) inserts into the bedposts as described for the spring.

## Tall Loft/Bunking Instructions



## Guard Rails

To attach a guard rail, slide the mattress so the guard rail can lay flat on the spring. Engage the two brackets of the guard rail to the spring and raise it to the vertical position. The mattress can now be re-positioned and will hold the guard rail in its upright position.

Residents may request and receive a guard rail for use on resident's bed frame through the FIX IT service on the Housing website: [housing.uark.edu/fixit](http://housing.uark.edu/fixit) or by calling the University Housing 24/7 Service Center at 479-575-7005.

## 5.2 ROOM CONDITION FORM

Carefully review and complete a room condition form after check-in and check-out to ensure it appropriately reflects the condition of the living space.

Upon vacating a room, suite or apartment, complete a check-out process that includes an inspection of the room with an RA or Greek-managed staff in Greek houses.

If a resident disagrees with the recommendation of the staff member performing the check-out, the resident should contact a coordinator of residence education or the assistant director for Greek Housing before signing the room condition form.

If damage is indicated on the student's room condition form, the coordinator of residence education or assistant director for Greek Housing will inspect the living space to compare the check-in condition of the room listed on the form to its present condition after the resident checks out.

If the coordinator of residence education or assistant director for Greek Housing determines the space has been damaged beyond normal wear or that University Housing property is missing, all roommate(s) will be billed accordingly.

## 5.3 DISPOSING OF ABANDONED ITEMS

All items found abandoned in University Housing buildings or on the premises will be secured at the hall or apartment front/zoned desk for 10 business days.

If the abandoned property is not claimed within 10 business days, Housing staff will submit a FIX IT ticket for the items to be taken to campus lost and found located in the Facilities Management Central Supply at 521 S Razorback Road.

This information does not apply to bicycles (See section 5.6 Bicycle and Moped Storage).

## 5.4 LOST AND FOUND

A lost and found station is located at the front desk where packages are received and the Duncan Avenue Apartments office.

Items found in a residence hall or apartment should be turned in at the front desk.

Items will be logged with a description of the item, location where it was found, who found the item and the date it was found.

If the item contains identification, the hall administrative specialist will attempt to contact the individual.

Items of value (jewelry, watches, wallets, checkbooks, keys, fobs, etc.) will be locked up in a secure location within the hall.

Items will be disposed of on the closing day of each semester or no earlier than 30 days from the noted date the item was found.

The assistant director for building services is responsible for the disposal of lost and found items.

### **Methods of Disposal**

- Checkbooks are returned to the bank
- A signature will be obtained from the bank representative accepting the returned check book.
- Wallets and/or purses or items of value (such as jewelry or money) will be turned into UAPD.
- Clothing and other items will be donated to a local charitable organization.

### **Summer Conferences Guests**

The Assistant Director for Conference Services will contact the camp conference contact person to report the item(s) found.

All items will be taken to the lost and found and held until claimed or until 10 business days have passed.

After 10 business days, the item(s) will be disposed of by donating to a local charitable organization.

## **5.5 PAINTING OF STUDENT ROOMS**

Residents are not allowed to paint residence hall rooms, Greek managed properties or apartments.

Residents are not allowed to paint residence hall rooms, Greek managed properties or apartments.

FIX IT requests for room, apartment or common area painting will be reviewed and approved based on need.

The residence hall, Greek staff or Duncan Avenue Apartments staff will be the contact for such a request.

A Residential Facilities supervisor will review each request and make a painting determination.

Public area painting authorization may be obtained by submitting a plan/drawing of artwork or design, color schemes, time frame, plans for a controlled environment (cleanliness, safety, etc.) to the Director for residence education and Director for Residential Facilities.

## **5.6 BICYCLE AND SCOOTER STORAGE**

Due to fire codes and accessibility requirements, bicycles and scooters must not be secured to railings, signs, stairwells, ramps, etc. because they may obstruct walkways and/or hallways. This pertains to both the interior and exterior of the buildings. Gas-powered scooters or eScooters may never be stored inside a building. Bicycles may be stored within student rooms only if both roommates agree to this arrangement that limits available living space.

If a bicycle or gas-powered scooter is found fastened to a tree or obstructing a walkway, railing, sign, stairwell, ramp, or hallway, the vehicle will be

reported to Transit and Parking for removal, confiscation and impoundment. This violation may result in conduct sanctions due to the potential for causing a fire, safety or egress hazard.

University and Parking has partnered with VeoRide, the campus bike share program. Investing in a simple yearly pass can save you from buying your own bike and worrying about storage, security and maintenance. [parking.uark.edu/bikes.php](http://parking.uark.edu/bikes.php)

Similarly, partnerships have been established with Lime and Spin scooter vendors. U of A Transit and Parking provides detailed [online rules and regulations](#) for the use of the e-scooters in Chapter 6 of its parking and traffic regulations. The regulations match those of the city of Fayetteville, so that users of e-scooters can abide by the same set of rules on or off campus.

For more information about biking on campus, please refer to [parking.uark.edu/transit-services/bikeshare/index.php](http://parking.uark.edu/transit-services/bikeshare/index.php)

## 5.7 DAMAGES AND GRAFFITI

When something is not functioning properly, residents should complete a maintenance FIX IT request: [housing.uark.edu/fixit](http://housing.uark.edu/fixit) or by calling the University Housing 24/7 Service Center at 479-575-7005.

Residents are responsible for any damage, misuse or theft of University Housing property that occurs in their room or suite, and must pay replacement, reassembly or repair costs for any missing or damaged property.

### Discriminatory Actions

Discriminatory actions, including graffiti, are prohibited based on an individual's actual, perceived, or association with the following categories, herein called "protected class": race/color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; marital or parental status; military or veteran status; genetic information; and any other characteristic protected under applicable university policy (214.1), state or federal law/executive order.

University Housing recognizes the emotional distress these negative actions leave on people. Our standard protocol is followed whether or not the individual who performed the action can be identified.

University Housing reports such incidents to UAPD, Office of Student Standards and Conduct and the University's Office of Equal Opportunity and Compliance.

### Normal Wear and Tear

Normal wear and tear is expected. However, it is difficult to specifically define this for each item in a residential living area.

Some examples of normal wear and tear include: wobbly chairs, loose screws, minor scuffs on walls and slight scratches on bed ends.

### Damage Billing

Damage billing pricing can be found in Appendix A: Schedule of Charges.

Damage billing is a charge related to damage or vandalism assessed to residents or residents living nearby.

The coordinator for residence education or assistant director for Greek Housing will investigate charges to ensure fairness in the billing process.

## Examples of Billable Damages

- Broken exit signs
- Broken windows
- Re-assembly or replacement of broken room or lounge furniture
- Recharging or replacing discharged fire extinguishers
- Removal of any University furniture from its designated location (considered theft)
- Replacement of towel rods or brackets
- Holes or damage in walls - deliberate or accidental damage
- Graffiti and spray paint

If a repair is needed because of damage or vandalism, the student responsible will be charged even if a maintenance request has been submitted.

Resident assistants make recommendations concerning charges, but they do not make the final decision.

## Community Damages

Common areas are defined as lobbies, hallways, lounges and recreation rooms, bathrooms, kitchens, elevators, etc.

Residents may be liable for damages that occur to University property within a specific building in public areas.

When damage occurs in a residence hall, suite or apartment common area, the coordinator for residence education will work with the students and staff to determine, if possible, who is responsible for the damage.

The coordinator for residence education will notify residents of damages as they occur.

Students have two business days from the time of notification to provide information regarding who may be responsible for the damage.

After that time, the cost is evenly divided among all students who share the space where the damage occurred.

These damages are posted to student accounts.

When public area damages occur, students are encouraged to identify the specific individual or group who may have caused the damage in order to avoid damage-billing charges. Those individuals thought to be responsible should be reported immediately to the coordinator of residence education.

The minimum charges will be \$5 and are placed on the student's account.

## Managed Greek Facility Damage

When damage occurs in Greek-managed facilities, the assistant director for Greek Housing or their University staff member delegate will work with the fraternity president and other fraternity advisors to determine who is responsible for the damage.

The Assistant Director for Greek Housing or their staff delegate will notify residents of damages as they occur.

## Excessive Cleaning Charges

Students are responsible for the cleaning of their individual rooms or suites.

Excessive cleaning is defined as any housekeeping situation that is not considered part of Housing staff's normal cleaning routine and excessive



cleaning charges will be imposed if not corrected by residents.

These charges do not always reflect the time and material necessary to complete cleaning tasks, but act as a deterrent against future excessive cleaning problems.

Excessive cleaning occurrences are determined by the coordinator of residence education or the assistant director for Greek Housing in Greek-managed properties.

### **Excessive Cleaning Charge Examples**

- Adhesive-backed decorations/colored putty
- Body fluids: (blood, urine, mucus, feces, vomit)
- Broken glass
- Carpet and upholstery damage
- Cement blocks not removed from building
- Confetti /glitter
- Contact paper
- Deliberate floods
- Fire extinguisher debris
- Food or trash left in a common area
- Graffiti
- Liquid spills
- Mud
- Removal of personal items
- Sprinkler head discharges due to causes other than fire
- Tape/tape residue
- Powder Paint
- Spray Paint

## **5.8 ASSESSMENT OF DAMAGE CHARGES**

When an individual is personally responsible for damage, the charge(s) are billed directly to them. When an individual cannot be identified, the cost of damages is assessed to the community or community groups.

Where damage occurs in a room shared by residents, the occupants of the room are equally responsible for a portion of the damage charge unless the responsible party voluntarily assumes the total charge.

This includes the common area of suites and apartments.

If damages related to vandalism occur to the exterior surface of a room door or window, the residents must contact the coordinator of residence education or assistant director for Greek Housing of their building within 24 hours and provide documentation indicating they should not be held responsible for any damage billing that may have resulted.

## **5.9 DAMAGE BILLING & APPEAL PROCESS**

Appeals of billing charges related to the academic year must be received by the last business day in July.

Appeals for billing charges related to the summer terms must be received by the last business day of September.

Appeals received after the date listed for the academic year or summer will not be considered.

## 6.0 HOUSING CONTRACT

*The housing contract is the central agreement between a resident and University Housing.*

### 6.1 BILLING AND PAYMENT

University Housing does not send billing statements.

All billing transactions are processed and billed through the Treasurer's Office.

Charges are placed on student accounts by semester; however, students are financially and legally responsible for the entire contract period of the full academic year.

Students pay a \$240 administrative charge when contracting with University Housing. That charge consists of a \$40 non-refundable application charge and a \$200 advance payment that is applied toward spring housing charges.

Credit for the advance payment will be given by placing room charges of \$200 less than the stated semester rate for residents assigned room on residents University student account for the spring semester.

#### Payment

Room and board payments may be made at one time for each semester or as arranged through the University Treasurer's Office. Payment in full for each semester or the first installment payment must be received by the due date as designated on the University Billing Statement. Students are responsible for paying all room and board charges for the entire term of the contract.

There is a \$40 non-refundable service fee assessed for the processing of an installment plan.

Send payments directly to the University of Arkansas P.O. Box 1404, Fayetteville, AR 72702.

Be sure that the name and University ID number are written clearly on all checks.

Room and board charges for the upcoming fall semester academic year will not be placed on residents' account until mid-July. Students should not send any payments for room and board to the University until those charges are applied.

Spring charges will be added in early December.

### 6.2 ROOM AND HALL CHANGES

If students wish to change rooms within their current assigned hall, they must receive authorization from University Housing Assignments staff before beginning any room changes.

No room changes may be approved before the first day of classes each fall.

Race, national origin, or religion will not be considered in making roommate assignments.

Residents who change rooms improperly will be assessed a charge and may be required to return to their original room.

## Hall and Room Changes

Hall and room change requests will only be considered after the 11th day of classes.

If students wish to be placed on a waiting list for a single room or double room in a different residence hall, they will have that opportunity by going to the Housing contracting portal after the 11th day of classes.

University Housing will consider these requests on a first-come, first-served basis, depending on the hall requested and the date/time the name is added to the waiting list.

Room changes will be still be considered for the Fall 2020/Spring 2021 semester. However, due to global pandemic, approved room change requests may be delayed slightly to allow for proper cleaning and sanitizing of rooms.

Remember, if students have a Resident Reserved Parking permit, it may not transfer to their new parking zone. Students should contact Transit and Parking to verify a new parking zone.

## 6.3 ROOM ASSIGNMENT POLICIES AND PROCEDURES

### Freshmen Residency Requirement

The University of Arkansas recognizes the benefits students receive from living on campus their first year.

All single freshmen under twenty-one (21) years of age are required to live on campus in a residence hall, or in their parent or legal guardian's permanent home.

Students who are admitted to the University of Arkansas as a transfer student from another post-secondary institution, and who have completed at least 24 credit hours at that institution, are not required to live on campus.

### Single Room Request Room and Hall Changes

Single rooms usually do not become available until later in the academic year. Single rooms will not be offered until the double room waiting list for that hall has been exhausted.

See 6.2 Room and Hall Changes for more information.

### Consolidation

A resident may be required to move into another double room on their floor or in their hall that is occupied by only one student. This is called consolidation. Consolidating students is rare, but may happen.

If this type of action is required, students will be notified through their university email account about the process.

## 6.4 ROOM SELECTION

During the spring semester, a special room selection process is held for currently enrolled students who completed contracts for the following academic year.

Residents may participate in the re-contracting process online starting in mid-September.

Information pertaining to the process can be found on the University Housing website at [housing.uark.edu](https://housing.uark.edu) in the spring.

## 6.5 OCCUPANCY- FROM OPENING TO CLOSING

The Duncan Avenue Apartments, Duncan House, Gatewood, Gregson, Harding, Holcombe, Humphreys, Markham House, Morgan, Clark, Walton, Pomfret, and Adohi are open throughout the academic year.

All other residence halls close at semester breaks and spring break.

During the time that the halls are closed, students must vacate their halls and are encouraged to take valuables home; other items may remain secured in residents room. Any emotional support animal or service animal may not be left in the hall.

During holidays and breaks the residence halls will be locked. Very few staff members will be in the open buildings during breaks.

Each resident who is approved to remain must assume responsibility for the security of the building and personal safety as well as reporting any problems. Normal services will be reduced.

## 6.6 CLOSING AND CHECK-OUT PROCEDURES

Residents withdrawing from the University or moving to another residence hall or apartment, must complete the check-out process prior to leaving.

At the end of the spring semester, everyone must check-out of their assignment. This excludes residents with a summer school contract who are currently assigned to their designated summer housing.

Residents will have the option to choose between traditional check-out or express check-outs

### **Traditional Check-Outs:**

Residents will sign up for a departure time appointment on the housing contract portal. Students will receive an email when they can begin to sign up. Non-graduating residents are to check-out no later than 24 hours after their last scheduled final.

Graduating seniors needing to stay until commencement and persons with other special requests to remain beyond the twenty-four hour period must contact their coordinator for residence education (CRE) in order to arrange a different check-out date or time.

Residents must meet with a staff member to complete the room condition form before checking out of the residence hall, apartment, or managed Greek house.

### **Express Check-Outs:**

- The resident will log-in to the Housing Contract Portal.
- Resident selects departure time and receive the following options:
  - » If in an eligible building, the resident will have the option to select between express check out or traditional checkout.
  - » If in a non-eligible building, the student will see information about check-out and select a check-out time.
- If choosing an express check-out, students will be given critical information about the departure process in the express check-out departure form on the Housing Portal and via e-mail.
- Once express check-out is selected, the resident will need to e-sign a waiver stating that they waive their right to dispute any charges assessed against the room during the check-out process that the RA will complete later.
- The resident will be able to pick up an express check-out key packet near the lockbox located at the front desk of their building. The front of the key packet will include a sticker that states that they are aware that they are waiving their right to dispute any charges, and space for them to write their name, room number, date of check-out, and a line for the student's signature.
- The resident will clean their room per the check-out reminders checklist and will remove all belongings from their room.
- The resident will lock their room.

- Resident will complete the sticker on the front of the key packet and put their room/suite/apartment keys in their envelope and return it to the desk where the student receives packages.

See section 5.6 Damages for more information about damage-billing charges.

Failure to complete an official check-out will result in a charge for improper check-out (\$125) in addition to any other damage or fine and any other charges for remaining portions of the contract term.

## **6.7 GPA REQUIREMENTS FOR RESIDENTS IN HONORS HALLS**

Incoming freshmen who wish to reside in Hotz Honors Hall must be admitted to the Honors College. Roommates must be admitted to the Honors College or have a minimum cumulative grade point average (GPA) of 3.5.

## **6.8 REQUEST FOR RELEASE FROM UNIVERSITY HOUSING CONTRACT**

The Contract for Room and Board Accommodations (residence hall contract) signed with the University of Arkansas is an academic year contract beginning when students move to campus and ending 24 hours after completion of the student's last final exam.

Requesting a release from the contract is a lengthy process and requires very specific information and documentation.

Release from the University Housing contract is not automatically approved, and students should not expect an immediate decision.

If the request is approved, room and board charges will continue to accrue until students are officially notified of the approval in writing and have completed an official check out from their room or University apartment.

The contract terms remain in effect (and charges continue) even if students have chosen not to use their meal plan or have not been living in their assigned residence hall or University apartment.

Requests for release from the contract must be based on one of the following:

Significant unexpected change in the financial situation that occurred after checking into a University Housing facility.

Documented medical or psychiatric condition that has been worsened by living in a residence hall or University apartment.

Residents may print the request for release from room and board contract packet from the University Housing website.

The completed packet of information should be submitted to the University Housing Office, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

After submitting the form, an appointment may be made to meet and discuss the request with the appropriate staff member if necessary.

The official written notice approving or denying the request will be sent to the official university email address.

Contact University Housing at 479-575-HOUS (4687) if residents have not received a written notification or a decision within 10 business days after submitting the form and documentation.

The appropriate staff member will follow-up with the University Housing office to determine the nature of the delay and will provide that information to residents.

Cases are decided based on the documentation provided. Evidence of deliberate falsification of information or the submission of any materials,

which provide false or erroneous information in connection with an attempt to be released from a contract, shall be grounds for disciplinary action.

## **6.9 RESIDENCE HALL SUMMER SCHOOL SCHEDULE**

Upcoming summer school housing information will be available on the Housing webpage each spring.

## **6.10 INTERSESSION HOUSING GUIDELINES**

The period between academic terms is known as Intersession.

Students who would like to request Intersession housing are encouraged to come by the Housing Office during normal business hours or they may email University Housing at [housing@uark.edu](mailto:housing@uark.edu).

Students who are attending the January intersession and have an academic-year contract will be provided with intersession housing at no additional cost.

For students attending August or May Intersession, the housing rate will be \$30 per day. This charge will be billed to the student account.

## **6.11 STUDENTS RETURNING TO CAMPUS AFTER STUDY ABROAD OR CO-OP PROGRAM**

Residents planning to return to on-campus housing after completing a spring study abroad or co-op program can begin submitting contracts and the \$240 advance payments online when re-contracting begins.

Residents will be considered priority status and will choose their own rooms.

Residents are also able to make roommate selections before choosing a room.

Residents leaving campus at the end of the fall semester to participate in a spring study abroad or co-op program should meet with the hall administrative specialist to arrange appropriate checkout procedures.

These residents need to complete checkout paperwork and a Statement of Non-Enrollment form.

If it can be confirmed in UAConnect that the student is not enrolled in on-campus classes, they will have their spring room and board charges removed. Room condition damages will be charged as necessary after check-out.

Residents on a study abroad or co-op during the fall semester who will not return to campus until the spring semester will be able to contract and submit the \$240 advance payment online when the spring housing contract becomes available. This contract typically becomes available late in the fall semester.

If a resident contracts for fall housing during the priority period and then finds out that they will be in a co-op or study abroad program, they can send an e-mail to [housing@uark.edu](mailto:housing@uark.edu), requesting to cancel their contract.

They can complete a spring contract when available if they wish to live on campus for the spring semester.

## **6.12 RESIDENTS REQUESTING SPECIAL NEEDS ACCOMMODATIONS**

Residents with disabilities may need special accommodations in order to have full and integrated access to on-campus housing. Housing and dining accommodations must be reasonable and relate to the residents' disability and address their functional limitations. The Center for Educational Access (CEA), University Housing, and Dining Services work closely together to ensure accommodation needs are appropriately implemented for residents with disabilities living on-campus.

To initiate a request for housing and/or dining accommodations, contact Center for Educational at [cea.uark.edu](http://cea.uark.edu).

## **Service and Emotional Support Animals**

University Housing provides reasonable accommodations to students living on-campus with a documented disability. The approval process requires both Center for Educational Access (CEA) and University Housing approval prior to the animal moving into student's assigned accommodation. The student will be asked to provide documentation to CEA verifying:

- They have a disability,
- The animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling.
- There is an identifiable relationship or nexus between the disability and the emotional support animal.

After CEA approves the animal, they will contact University Housing.

## **Important Definitions**

### Service Animal

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensor, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the individual's disability.

### Emotional Support Animal (ESA)

Any animal specifically designated by a qualified medical provider to provide emotion support, therapeutic benefit, or comfort to an individual with a disability in order to alleviate one or more identified symptoms of an individual's disability, provided there is a nexus between the disability and the assistance of the Emotional Support Animal provides. Absent extraordinary circumstances, only one animal will be approved per student.

Absent extraordinary circumstances, only one animal will be approved per student.

University Housing may exclude a service or emotional support animal from housing if it 1) poses a direct threat to the health or safety of others, 2) would cause substantial physical damage to the property of others, 3) would pose an undue financial and administrative burden, or 4) results in a fundamental alteration of the University's program(s).

The following tasks will comprise the process for approval under this policy:

The animal must be registered with the CEA.

Applicant must meet with the CEA to review any pertinent campus-wide policies that may relate to the animal.

Review and sign a Service and Emotional Support Information form and the University Housing Service and Emotional Support Agreement.

University Housing will send this to the student's UA email account. The form should be returned as soon as possible to allow adequate time to complete paperwork prior to the ESA/service animals' arrival on campus.

The student must provide evidence that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted and approved by University Housing prior to the animal taking residence. In order to follow the Fayetteville city ordinance, all dogs and cats must be microchipped.

The student is required to meet with a coordinator for residence education (CRE) no sooner than one week after moving in and no later than one month.

All requirements must be completed prior to the animal living in the assigned student room.

### **Conflicting Conditions**

Students with a medical condition(s) that are affected by the animal's presence (e.g. respiratory, diseases, asthma, and severe allergies) should contact the University Housing office to address any health or safety-related concerns associated with their exposure to the animal.

University Housing will work with CEA to seek to make reasonable accommodations in a timely manner when living in proximity to Service or Emotional Support animals.

University Housing Policy 415, Service and Emotional Support Animal in Student Rooms, may be obtained by contacting the University Housing office.

### **6.13 QUICK RELEASE FOR STUDENTS CALLED TO ACTIVE MILITARY DUTY AND ASSIGNING WHEN RETURNING FROM ACTIVE MILITARY DUTY**

University Housing residents who are called to active duty at any time during their contracted period will be released from their housing contract immediately after the student brings a copy of their official orders to the University Housing Central office and fills out a Personal Hardship Petition for Release form.

An email will be sent to the hall administrative specialist, coordinator for residence education and student stating they are released due to active duty.

The resident will be responsible for completing an official checkout of their room or they will be charged an improper checkout administrative charge.

Residents will be responsible for returning their keys and fob or will be charged accordingly.

Residents will be held responsible for any damage to their room or items missing.

The student's room and board charges will be prorated to the date they officially check out and credits applied to their student account after any charges are assessed.

Residents returning to the University of Arkansas from active duty, who are enrolled in classes and wish to live on campus must complete a room and board contract.

Once the resident is contracted, they will be assigned as is available.



## 7.0 CAMPUS PARTNER INFORMATION

*This section identifies campus partners who provided services that might be useful to residential students.*

### 7.1 DIVISION OF STUDENT AFFAIRS

[studentaffairs.uark.edu](http://studentaffairs.uark.edu)

University Housing operates within the Division of Student Affairs.

### 7.2 CAMPUS DINING

[www.dineoncampus.com/razorbacks](http://www.dineoncampus.com/razorbacks)

Dining facilities and retail food options are managed by Chartwells Higher Education Dining Services.

### 7.3 PARKING ON CAMPUS

[parking.uark.edu](http://parking.uark.edu)

On-campus parking is administered by the Transit and Parking Department.

### 7.4 IT SERVICES

[its.uark.edu](http://its.uark.edu)

The Housing's ResNet service provides support for students attempting to connect to the internet in their on-campus residence. Students can receive additional technical support and free software from the Information Technology Services unit on campus. Visit for more information.

### 7.5 PAT WALKER HEALTH CENTER

[health.uark.edu/](http://health.uark.edu/)

#### Included Services

- Professional and comprehensive medical care
- Compassionate and evidence-based mental health care
- Positive lifestyle health education and promotion

### 7.6 THE CENTER FOR EDUCATIONAL ACCESS (CEA)

[cea.uark.edu](http://cea.uark.edu)

In partnership with students, faculty, and staff, CEA staff members work with students individually and assist academic units to determine reasonable accommodations that will enable every student to have equal access to the full range of programs and services.

### 7.7 UA CARES

[uofacares.uark.edu/](http://uofacares.uark.edu/)

UA Cares offers a supportive and encouraging partnership with students by linking them with appropriate resources that will allow them the opportunities to overcome barriers on their path to success; both personal and educational. U of A Cares is run out of the Dean of Student's office.

# APPENDIX

## APPENDIX A: SCHEDULE OF CHARGES

### ADMINISTRATIVE

Improper checkout	\$150
Unauthorized room change	\$150
Late or unscheduled checkout	\$45

### LIFE SAFETY *(charges and restitution are in total cost)*

Recharge fire extinguisher	\$500
Replace fire extinguisher	\$500
Glass replacement on extinguisher cabinet	\$50
Replace entire fire extinguisher cabinet	\$500
Replace damaged/tampered strobe	\$500
Replace damaged/tampered sprinkler head	\$500
Camera (tampering, vandalism, repositioning, covering or masking)	\$500
Card or prox reader	\$500
Replacement of missing/damaged window screen	\$150
Reinstalling a removed window screen	\$50
Replace fire alarm pull station	\$500
Resetting a pulled fire alarm due to vandalism/false alarm	\$500
Smoke detector missing or disabled	\$500
Security screens (Holcombe & Maple Hill East/South/West/West first floor)	\$500
Exit light/signage	\$500

### CLEANING

Half of traditional student room	\$59
All of traditional student room	\$117
Greek House room	\$132
Half of Maple Hill suite	\$117
All Maple Hill suite	\$153
Half of NW Quad suite	\$124
All NW Quad suite	\$161
Packing of room	\$104
Cleaning required by vandalism- 4 hour minimum charge then per hour (minimum charge shown)	\$73
Ozone treatment	\$100

Cleanup of biohazard - flat rate charge (including pet feces or urine)	\$200
Power wash paint removal - charge/hour	\$64
Steam cleaning lounge or living room chair	\$91
Steam cleaning lounge or living room couch	\$106
Steam cleaning desk chair	\$39
Removal of trash required by <b>negligence and improper disposal</b> : food waste, room trash, public area trash - 2 hour minimum charge then per hour ( <b>minimum charge shown</b> )	\$44

### BEDS/DRESSER/NIGHT TABLE

Complete wood bed unit	\$309
Wood bed headboard & footboard (only purchased in pairs)	\$512
Wood bed spring unit	\$141
Guard Rail - Maple Hill	\$44
Guard Rail 18" for 10" Mattresses	\$66
Stabilizer Bar	\$58
Loft bed and adapter kit -Maple Hill, Gibson, Glad/Rip	\$231
Maple Hill bed/loft	\$522
Tall loft bed - Walton	\$532
Multi use cube - Walton	\$236
5 drawer chest - Walton	\$456
Split desk 42" - Walton	\$495
Founders medium Loft	\$454
Hotz and Yocum medium Loft	\$454
Duncan- twin bed metal frame	\$192
Duncan- 3 drawer captain bed	\$569
Duncan - twin bed headboard	\$149
Duncan - twin headboard for captain bed	\$199
Duncan - twin bed XL frame	\$192
Duncan - night table with 1 drawer	\$210
Duncan (NEW ROOMS) - merit wardrobe	\$631
Duncan (NEW ROOMS) - merit 5-drawer	\$496
Duncan (NEW ROOMS) - merit headboard	\$150
Duncan (NEW ROOMS) - raised platform	\$262

Duncan (NEW ROOMS) - merit writing desk	\$226
Duncan (NEW ROOMS) - merit rolling pedestal	\$222
Pomfret Midloft 80"	\$447
Walton Midloft 80"	\$447
Metal bed spring unit	\$141
Dresser: Quad, Maple Hill, Fiji, Gregson, Buch-Droke, Founders, Hotz	\$451
Six drawer chest- Holcombe	\$387
Three drawer chest - Maple Hill East/South/West	\$401
Pomfret- 3 drawer chest	\$401
Walton- 3 drawer chest	\$401
Duncan- 3 drawer chest	\$314
Duncan - 4 drawer chest	\$372
Drawer front w/bracket - Maple Hill	\$98
Futrall 6 drawer dresser	\$514
Phi Delta Theta 3 drawer chest	\$369
Bunking metal pin (price by each)	\$5

**FLOORING**

Replace Roll Carpet/Square Yard	\$45
Clean Room Carpet	\$113
12 inch Vinyl Tile Replacement	\$41
Carpet Removal from Room	\$75
Wood Plank Replacement/Square Foot	\$29
Carpet Tile Replacement per tile	\$47

**BLINDS**

Replace blinds (Graber 2")	\$200
Replace blinds (All Others)	\$154

**DESK AND STUDENT CHAIR**

Moveable desk: Gregson, Fiji, Buchanan-Droke	\$401
Split desk - Glad Rip, Holcombe, Gibson	\$387
Study table Maple Hill / Futrall / Reid	\$221
Tall desk hutch/carrel Maple Hill / Reid / Futrall	\$215
2 drawer pedestal under the study table Maple Hill / Reid Futrall	\$310
Desk Hasp/Lock Replacement	\$36

Reattaching built in wall desk: Humphreys, Yocum & Pomfret only	\$137
Student (Trey Gamer) Chairs - Holcombe, Futrall, Yocum, Glad Rip, Gibson, Gregson	\$341
Student (Trey Gamer) Chairs (Top Seat Rocker Only) - Holcombe, Futrall, Yocum, Glad Rip, Gibson, Gregson	\$180
Student (Trey Gamer) Chairs (Bottom Base/Table Only) - Holcombe, Futrall, Yocum, Glad Rip, Gibson, Gregson	\$190
Wooden two position desk chair replacement	\$202
Wooden Desk Chair Back Upholstered	\$122
Wooden Desk Chair Seat Upholstered	\$149
Founders desk	\$397
Hotz desk	\$397
Founders/Hotz desk chair	\$294
Desk drawer - replaced	\$110
Desk drawer - repaired: Humphreys, Yocum, Pomfret, Reid, Futrall only	\$84
Pomfret Pedestal Desk	\$365
Duncan- Console desk - no drawer	\$270
Duncan -Mobile Desk with Drawer	\$267

**FIXTURES**

Shower heads	\$45
Shower rods	\$24
Shower curtain	\$18
Towel bar	\$44
Soap dispenser (manual)	\$47
Soap dispenser (automatic)	\$54
Faucet	\$190
Toilet tissue holder	\$56
Toilet tissue roller core replacement bar	\$11
Missing or broken globe	\$24
Light bulb replaced from vandalism	\$31
Repair or replace ceiling fan	\$129
Paper towel dispenser	\$71
Paper towel dispenser (hands free)	\$96

**LINENS- SUMMER CONFERENCES ONLY**

Towels	\$22
Wash Cloth	\$9
Flat Sheet	\$19
Fitted Sheet	\$18
Blanket	\$26

Pillow	\$14
Pillow Case	\$10

**LOCK(S)/FOBS/KEYS**

Lock Change - Non-Suite Style	\$100
Lock Change - Suite Style	\$125
Lock Change - Apartments	\$125
Lock out at apartments/houses	\$80
Repair/Replace Lockset Hardware	\$300
Repair/Replace Mortise Cylinder	\$60
Replacement Key Fob	\$25
Replacement Key	\$25
Desk Hasp/Lock	\$36

**MATTRESS**

75" Mattress	\$202
80" / 10" Mattress	\$332
80" / 10" Duncan Mattress (Single)	\$322
80" mattress	\$210

**MISC**

Replacing Wall thermostat: Gibson, Gregson, Holcombe, Maple Hill, Reid	\$521
Replacing thermostat cover only	\$35
Replacing Thermostats: Futrall, Humphreys, Pomfret, Hotz, Founders	\$219
Replacing Thermostats: Quad, Duncan apartments	\$200
Reinstalling tampered/removed thermostats	\$50
Replacing teak benches	\$1,580
Replacing teak picnic tables	\$2,080
Furniture disposal	\$172
Speed Queen Washer Top Load	\$1,182
Speed Queen Washer Front Load	\$1,801
Speed Queen Dryer Electric	\$1,057
Speed Queen Dryer Stacked	\$3,545
Water fountain/bottle filling station	\$1,491
Cot damaged or not returned	\$127
Ceiling tile - per tile	\$21
Commode	\$501
Mirror	\$276
Urinal	\$626
Toilet Seat	\$56
Television 26"	\$279
Television 32"	\$404
Television 37"	\$529

Television 39"	\$529
Television 48"	\$592
Television 55"	\$951
Television 65"	\$1,703
Television 80"	\$4,432
Bulletin Board 2x3	\$55
Bulletin Board 4x6	\$220
Replacement of peephole	\$36
Hall Front Desk Chair	\$578

**PAINTING/REPAIR**

Small Wall holes and touch up paint 1-4" diameter (each)	\$41
Large Wall holes (time and materials quote from RESFAC)	Contact RESFAC for quote
Removal of 3M Stickers/hooks (each)	\$1 ea
Wall of room painted (12'x9'x\$1.55/SF=\$167.40)	\$252
Ceiling of room painted (12'x12'x\$1.55/SF=\$223.20)	\$322

**DOORS**

All room doors in high rise residence halls	\$857
Quad/Maple Hill Residence Door (45 minute)	\$1,639
Stairwell Fire Doors high rise residence halls	\$2,062
Fiji Wooden doors	\$2,151
Fiji wooden door jam	\$532
Fiji Steel jam	\$411
Fiji Steel door	\$1,386
Sigma NU, SAE doors	\$1,259
Pike Steel door w/o frame	\$2,536
Pike Steel door w/frame	\$3,710
Pike Steel door dent (each, if not impact fire rating)	\$66
PDT Door w/o frame	\$1,219
PTD Closet doors	\$756
LXA Door w/o frame	\$1,526
Replace door closure	\$404
Replace Bathroom Partition/Door	\$3,654

**SIGNAGE**

Traditional Hall Room door signs	\$30
Hotz Door Signs	\$152
8.5x12 ADA Stairwell Discharge Signs	\$283
ADA Door Signs 2.5x8.5	\$102

8x8 ADA Stairwell Exit Signs	\$151
Stairwell Emergency Discharge Signage	\$434
Greek Houses Door Signs	\$127
Greek Houses Stairwell Signs 12x18 Vinyl	\$61
Founders Door Signs	\$186
Maple Hill Suite Door Sign	\$127
Northwest Quad Suite Door Signs	\$202

### TELEPHONE + TECHNOLOGY

Cable TV Minibox	\$139
Cable Minibox Remote Control	\$34
TV Remote Control	\$38
WiFi Access Point	\$841
Cable Modem	\$100

### TRASH CANS

Interior Rubbermaid - 55 gal	\$83
Exterior rock	\$876
Exterior metal - Chase Park	\$2,110
Exterior metal - Chase Park (Door Only)	\$745

### WINDOWS/MIRRORS

Humphreys, Yocum, Pomfret, Reid, Futrall Windows	\$455
Holcombe Windows	\$667
Northwest Quad Windows	\$461
Duncan Apt Windows	\$370
Maple Hill East/South/West Windows	\$586
Fiji Windows	\$398
Fiji Library/Lounge Door (per glass pane)	\$355
Phi Delta Theta Windows (Single Sash)	\$909
Phi Delta Theta Windows (Double Sash)	\$1,831
SAE Windows	\$405
Sigma Nu Windows	\$673
Pike Windows	\$976
Hotz Custom Mirror	\$530
Humphreys Custom Mirror	\$530
Armoire Mirror Replacement	\$256
Mirrors	\$276

### WARDROBES

Maple Hill / Buch-Droke / Glad-Rip / Futrall / Gregson	\$705
Walton	\$705

Hotz	\$705
Founders	\$705
Pomfret	\$601
Yocum	\$705
Duncan- Armoire with 2 doors and 1 drawer	\$547
Quad	\$645
Wardrobe Door	\$210
Wardrobe Hinge	\$40
Drawer glides	\$38
Wardrobe Hanging Rods	\$46

### HUTCH

Reid, Maple Hill	\$136
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### WALTON SOUTH LIVING ROOM

Red Love Seats, each	\$654
3-Piece Section Sofa, each	\$1,529

### DUNCAN LIVING ROOM/DINING

Coffee Table	\$189
End Table	\$169
Entertainment Unit	\$395
Love Seat	\$1,092
Arm Chair	\$734
Ottoman	\$384
Dining Table	\$611
Dining Table Chair - armless	\$193
Coffee Table - New Furnishings "E"	\$1,050
End Table - New Furnishings "E"	\$651
Entertainment Unit - New Furnishings "E"	\$1,043
Love Seat - New Furnishings "E"	\$1,521
Arm Chair - New Furnishings "E"	\$1,086
Dining Table - New Furnishings "E"	\$630
Dining Table Chair - armless - New Furnishings "E"	\$241

### FUTRALL BASEMENT COMMON AREA

Dewey Table	\$1,149
Square Table 36"	\$654
Hannah Chair	\$213
Hannah Stool 30"	\$355
Boost	\$463
Truman Lounge	\$1,621

Truman Table	\$1,067
Fiat Sofa	\$3,545
Fiat Loveseat	\$2,831
Puzzle Chair	\$1,928
Puzzle Ottoman	\$959
Tablet Chair/wood arm	\$2,144

### MAPLE HILL LOUNGE FURNITURE + PUBLIC AREAS

Sage/Taupe sofa	\$1,173
Sage/Taupe love seat	\$1,142
Sage/Taupe chair	\$922
Brown/Cognac sofa	\$1,162
Brown/Cognac love seat	\$1,135
Brown/Cognac chair	\$930
Black leather sofa	\$1,303
Red club chair	\$622
Black arm chair	\$527
Java 54" table	\$903
Java 48" round table	\$720
Java wood side chair	\$291
Java wood low slat back chair	\$354
Wood bar stool	\$397
Easton Coffee table	\$927
Easton End table	\$449
Pedestal table 44"	\$628

### QUAD SUITE LIVING ROOM

Quad Couch	\$1,842
Quad Loveseat	\$1,346
Wardrobe	\$645
Barstool - Replacement	\$179
3 drawer pedestal	\$239
End table 1 drawer	\$218
Entertainment/TV Table - Quad (Student Rooms)	\$288
Entertainment/TV Table - Quad (Common Areas)	\$580
Cocktail table	\$220
Bar Stool Reupholstered - Quad	\$62
Quad side chair	\$622

### PIKE HOUSE

Custom Rugs 10x12	\$7,457
Down Pillows	\$113
Shower Door Fiberglass Insert	\$220

Rugs Tipton 8x10	\$717
Rugs Tipton 5x8	\$387
COHLE Glass Sideboard	\$1,716
Lamp CALA Oxblood	\$222
Lamp Gallagher	\$195
Conference Room Chairs Blade Mesh Kashmir Black	\$1,181
MIES VAN DER ROHE Pavillion Table Base 38"x38"	\$1,267
Conference Table	\$6,665
Lenox Glass Coffee Table	\$607
Lenox Glass End Table	\$387
Loewenstein Linear Dining Chair Bravo Barn Walnut	\$483
Dining Table Hendrix	\$681
Dining Chair Hendrix	\$332
Dining Table Charcoal 40" SQ MAD	\$1,010
Dining Arm Chair Charcoal MAD	\$657
Chair Charcoal MAD	\$591
Footstool Charcoal MAD	\$296
Bar Table Charcoal MAD 33"	\$881
Bar Side Chair Charcoal MAD	\$573
End Table Charcoal MAD	\$272
Neeson Nightstand 2DRW	\$951
Neeson 5DRW Chest	\$937
Adirondack Coffee Table Charcoal	\$360
Custom Table 48" Round Montana Walnut	\$1,707
Custom Table 74" Round Montana Walnut	\$3,083
Resident Room Desk 84"x24"x30" Study Desk	\$1,707
Artwork - Abstract	\$926
BRIT XXL SECT CHAISE LHF 3000 Carnival Rivera	\$9,432
BRIT Ottoman 3000 Carnival Rivera	\$1,493
Fabric Folding Chair	\$85
BREE Sofa 2500 Colorado Mist	\$3,556
Libby Chair Cust Accent Cranberry	\$868
Crown Stone Dining Chair	\$243
Resident Room Dresser Montana Walnut	\$443
Resident Room Wardrobe Montana Walnut	\$646
Owen Bench Custom Granite	\$806
BRIT Loveseat 3000 Broadway Onyx	\$3,431
ODEM Cube Crimson	\$368
Chair Kipling Mellow Yellow	\$1,806
Palliser Plato Swivel Chair Modern Maze Dark Gray	\$870

**LAMBDA CHI ALPHA HOUSE**

2 Sofa-Pottery Barn "Cameron" Sofa, Espresso Leather	\$5,012
Lounge Chairs-Transformations Furniture, Highstreet	\$1,043
Coffee table-Wayfair Brandon	\$337
Console Lamp-Robert Abbey "Kinetic 1503X"	\$261
1 Rug (incl. rug pad)-Surya "ALF-9625" 8'9" X 12'9"	\$570
1 Existing Box-Top Side Table N/A	\$57
TV 50"	\$2,557
Chairs-Global Total Office "Duet" Today's Office	\$157
Desk-Ashley Cross Island Model #H-31910 Tobacco Sam's Furniture	\$218
3-Piece Pub Set- Wayfair "Parkland"	\$680
Sofa-Ashley Nolana Sofa Charcoal	\$377
Nightstand-Wayfair "Cabin Creek 1-Drawer Nightstand"	\$540
Bed-Wayfair "Cabin Creek Headboard"	\$626
Dining Tables-Innerplan Office "Palmer Hamilton Nomad Series"	\$651
JOFRAN Cranmore Media Console Black	\$1,350
Bruno Table Lamp	\$311
ROND Media Console Stanley Heirloom Cherry	\$4,512
Signature Design Ashley Brandon Coffee Table	\$495
Benchcraft Elkton Loveseat	\$1,156
Parkland 3 Piece pub table	\$680
Custom Dining Side Chair Contemporary vertical slat finish heirloom coffee	\$880
Compass 104" Trestle Dining Table Western Brown	\$5,809
Traverse Console Table Finish Barrel Oak	\$2,383
Jonathan Adler Ventana Chandelier	\$1,082
Delilah Table Lamp Emerald Green	\$480
Safavieh Rayos Dundurst Mirror	\$370
Tall Loft bed	\$590
Three drawer chest	\$411
Wardrobe	\$632

**SIGMA ALPHA EPSILON**

Grand Rapids Chair - Atlantis Aluminum Barstool	\$585
Grand Rapids Chair - 24" Round Rambo Pub Height Table	\$346
Grand Rapids Chair - Dining Chair	\$435
Versteel Eliga 30 x 96 Rectangle Fixed Leg Table	\$1,046
Integra Tria Oval Table Wood Legs	\$1,389
Integra Tria 15" Side Table	\$1,157
Nittany 5 Drawer Chest 36x20x47	\$569

Nitany Double Door Wardrobe w/bottom drawer	\$833
Nittany Medium Oak Twin XL Bed	\$361
KI Strive Four Leg Armless Chair, Poly Flannel	\$169
KI Strive Transport Dolly	\$310
Bliss Guest Chair w/Task Arm	\$1,390
Bliss Sofa w/Task Arm	\$2,188
Isla Series, Single Bench 22-1/4x26-1/4x18-3/4	\$945
Bliss Settee w/Task Arm	\$1,731
Meeting Room 54x54x1.5 Round Top	\$1,994
Meeting Room 36x36x28.75 Duncan Phyfe Base	\$951
KI Pirouette Café Nesting Table Rectangular 24x36	\$735

**POMFRET LOUNGE FURNITURE & PUBLIC SIGNS**

Herman Miller Swoop lounge chair	\$1,982
Herman Miller Swoop ottoman (each section)	\$591
Herman Miller Swoop box table w/ power	\$727
Herman Miller Eames side chair	\$340
Herman Miller Eames walnut top table 30"x30"	\$656
Herman Miller Swoop Armless sectional (each sec.)	\$1,982
Herman Miller Public (2) seat & table unit w/ power	\$3,183
Herman Miller Eames bar ht. stools	\$516
National Fringe (3) seat sofa w/ table on back	\$5,885
OFS Riff table tennis	\$7,714

**ADOHI LOUNGE FURNITURE & PUBLIC AREAS**

Herman Miller Caper Chair	\$274
Herman Miller Magis Deja-vu 20" stool	\$414
Herman Miller Magis Deja-vu 30" stool	\$521
Herman Miller Swoop sectional sofa	\$5,080
Herman Miller Swoop loveseat	\$1,948
Hightower K2 4 star swivel base chair	\$2,922
Hightower Happy chair highback 5 star swivel base	\$2,848
Hightower Happy sofa lowback sled base	\$4,246
Hightower runway bench	\$11,590
Hightower Nimbus hard top ottoman 30"D	\$2,002
Hightower Nimbus Jr. upholstered ottoman 22.5"D	\$714
Hightower Nimbus Jr. hard top ottoman 22.5"D	\$1,326
KI Doni four leg armless chair w/ casters, uph. seat	\$324
KI Doni task cantilever arm stool, poly	\$426
KI Doni task armless chair, poly	\$324
KI Trek flip-top 20x60 table	\$949

KI Trek fixed leg 30x60 table	\$710
Haworth ToDo lounge chair tablet w/ cup holder	\$2,589
Allsteel Rock lounge chair	\$1,237
Enwork teacher table impression	\$7,903
Steelcase Coulesse Hosu lounge chair w/ottoman	\$2,589
Steelcase Mediascape gaming lounge	\$14,128
Steelcase Campfire table 66"	\$830
Steelcase Potrero415 farm table 108"x44"	\$3,988
Kimball Kore coffee table Epsilon frame 45"x27"	\$306
Kimball Kore round coffee table	\$738
Knoll Saarinen plastic back armless chair tubular legs	\$703
Knoll Saarinen Womb chair	\$3,759
Knoll Pixel round cafe table 36"D	\$786
Knoll Pixel study table 36"x36"	\$847
Knoll Pixel study table 72"x36"	\$1,021



**APPENDIX B: SAFETY ADDENDUMS**

**General Safety Addendum**

**Greek Housing Safety Addendum**