



2018 - 2019 RESIDENCE HALL HANDBOOK



UNIVERSITY OF
ARKANSAS

Student Affairs
University Housing

TABLE OF CONTENTS

WELCOME TO CAMPUS — Page 2

OUR MISSION — Page 3

1.0 READY TO ARRIVE — Page 4-5

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

- **1.1** Provided Items in Room
- **1.2** What Not To Bring - Prohibited
- **1.3** Appliances and Refrigerators
- **1.4** Storage Between Semesters
- **1.5** Renters Insurance
- **1.6** Responsibility for Damages and Injury

2.0 RESIDENT SERVICES — Page 6-7

- **2.1** Mail Delivery
- **2.2** Internet Access
- **2.3** Maintenance Requests
- **2.4** Trash Disposal
- **2.5** Laundry
- **2.6** Pest Control
- **2.7** Vending Machines

3.0 COMMUNITY STANDARDS — Page 8-11

- **3.1** Living with Roommates
- **3.2** Hall Visitation
- **3.3** Unreasonable Noise and Quiet Hours for Finals
- **3.4** Student Use of Alcohol in University Housing Buildings
- **3.5** The Burning of Candles and Other Items in Residence Hall Rooms, Office and Public Spaces
- **3.6** Use of Electronic Imaging Devices
- **3.7** Use of Common Areas in Residential Facilities for Specific Events
- **3.8** Posting of Information in Housing Facilities
- **3.9** Solicitation in the Residence Halls
- **3.10** Smoking in University Housing Buildings

4.0 SAFETY INFORMATION — Page 12-14

- **4.1** Health and Safety Inspection of Campus Residences
- **4.2** Safety Addendum
- **4.3** Room Keys
- **4.4** Elevator Safety
- **4.5** Hallways and Stairwells

- **4.6** Window Ledges, Screens, and Roofs
- **4.7** Use of Roofs and Exterior Walls of Buildings
- **4.8** Fire and Fire Alarms
- **4.9** Emergency Siren and Notification System
- **4.10** Sheltering During a Tornado
- **4.11** Use of Sharp Containers

5.0 RESIDENTIAL FACILITIES — Page 15-18

- **5.1** Damages
- **5.2** Bed Units, Bunks, Lofts
- **5.3** Disposing of Items Abandoned by Residents
- **5.4** Lost and Found
- **5.5** Painting of Student Rooms
- **5.6** Bicycle & Moped Storage

6.0 HOUSING CONTRACT — Page 19-22

- **6.1** Billing and Payment
- **6.2** Room and Hall Changes
- **6.3** Room Assignment Policies and Procedures
- **6.4** Room Sign-Up (Priority Re-Contracting)
- **6.5** Occupancy- From Opening to Closing
- **6.6** Closing and Check-Out Procedures
- **6.7** GPA Requirements for Residents in Honors Halls
- **6.8** Request for Release from University Housing Contract
- **6.9** Residence Hall Summer School Schedule
- **6.10** Intersession Housing Guidelines
- **6.11** Students Returning to Campus after Study Abroad or Co-op Program
- **6.12** Students Requiring Special Needs Accommodations
- **6.13** Quick Release for Students Called to Active Military Duty And Assigning When Returning From Active Military Duty

7.0 CAMPUS PARTNER INFORMATION — Page 23

- **7.1** Division of Student Affairs
- **7.2** Campus Dining
- **7.3** Parking on Campus
- **7.4** IT Services

APPENDIX — Page 24-30

- **Appendix A** Schedule of Charges
- **Appendix B** Safety Addendums

WELCOME TO THE UNIVERSITY OF ARKANSAS

Welcome,

The first on-campus residence was a small U-shaped complex. It initially opened as a rectangular structure in January 1872 and also served as the first classroom building.

University Housing now houses about 6,000 students.

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 arrival
- Hall services provided
- Community standards
- Strategies for a safe and secure environment
- Facility information such as how to request a repair in residents room
- 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 assistant (RA) in the residence hall for guidance.

Housekeepers and maintenance staff work weekdays in the halls to ensure safety, cleanliness and comfort are of the highest quality possible.

Best of luck in the year to come.

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.

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 residents living unit. 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 a space.

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

University Housing staff can be reached by telephone at 479-575-3951 or by e-mail at housing@uark.edu.

OTHER STUDENT GUIDES

University of Arkansas Student Handbook

The Residence Hall Handbook is a supplement to the University of Arkansas Student Handbook for students who live on campus. Please refer to the University of Arkansas Student Handbook for additional information.

Code of Student Life and Student Standards of Conduct

Residential students should familiarize themselves with the [Code of Student Life and Student Standards of Conduct](#).

READY TO ARRIVE

1.0 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.

- Bed and mattress
- Desk
- Desk chair
- Closet or wardrobe
- Dresser or chest of drawers
- Wireless internet (Ethernet connections may be available)
- Digital cable TV box with connector and remote (AAA batteries not included)

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.

Students 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 student disciplinary action. Items prohibited by law may be subject to immediate confiscation by University officials:

- Air conditioners - including window and portable units
- Animals other than University-approved service or emotional support animals
- Pets are limited to small, harmless fish
 - » Aquariums can be no larger than 20 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)
 - » This includes cooking equipment with an open heating coil (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 skateboards such as self-balancing boards, scooters and other similar equipment
 - » 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.
- Other items prohibited by law and/or University policy. (See Policy 4.12 Firearms in Residential Facilities for more information)

1.3 APPLIANCES AND REFRIGERATORS

Electrical appliances are permitted in residence hall rooms if they meet the specifications outlined below. Please see 1.2 What Not to Bring - Prohibited Items for additional information about appliances and refrigerators.

- One refrigerator per room, except in the case of suites. It must not 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.
- Halogen lamps/bulbs are not permitted in any residence hall room, suite or apartment.

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.

1.5 RENTERS INSURANCE

It is strongly recommended that residents purchase renters insurance to protect their personal property.

- Even if a student 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.

1.6 RESPONSIBILITY FOR DAMAGES AND INJURY

The University is not responsible for loss or damage to students' 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.

- 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.

RESIDENT SERVICES

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

2.1 MAIL DELIVERY

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

- USPS (United State Postal Service) packages that fit in the residents private mailbox are placed in that mailbox upon delivery. In most cases, residents will share a mailbox with their roommate.
- Items shipped must be addressed properly and accurately in order to arrive in a timely manner.
- The complete mailing address is emailed to the resident at the start of the semester.
- The complete address includes a private mailbox number (PMB). Hall administrative specialists have this information if the resident needs a reminder.
- 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 been either been placed in a package box or that it should be picked up at the front/zoned 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 is present.
- The hours are Monday through Friday from 8 a.m. to noon and 12:30 p.m. to 4 p.m. Residents must present a picture ID to pick up items.

Mailbox Use

- 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 residents mail security, always lock your mailbox after checking for mail.
- Any mail issues should be reported to resident's coordinator for Residential 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 residents 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.

Wireless Routers and Printers

- Wireless routers are not allowed in University Housing facilities where an indoor wireless network is provided to residents room by the university. In buildings where routers are permitted, they must be registered and approved by the University Housing ResNet office prior to use.
- For the 2017-2018 school year, routers are 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 make room entry to remove prohibited devices.

2.3 MAINTENANCE REQUESTS (FIX IT)

A maintenance request allows University Housing staff to fix something in resident's room, on the floor or anywhere in the building.

- It can be something as simple as replacing a light bulb or putting residents dresser drawers back on track, to fixing a leak in the restroom, or replacing a broken window.
- Unless it is damage that was caused intentionally or unintentionally by playing games or activities, there is no cost to have the maintenance personnel make the necessary repairs.
- Turn in a maintenance request at any time, night or day by completing an online maintenance request through the Housing [FIX IT](#) service.
- Maintenance personnel work from 8 a.m. - 4:30 p.m. on weekdays.
- By submitting a maintenance request, 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.

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 to properly dispose of needles. (See policy 4.11 Use Of Sharps Containers).

Recycling

- Collection centers are available in all halls for cardboard, paper, plastic, cans and batteries. Cardboard should be broken down.
- Residents are encouraged to participate in recycling.

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 maintenance request through [FIX IT](#) or University Housing's service center. The service center can be reached at 479-575-7005 at any time.

2.7 VENDING MACHINES

Vending machines are located on the main floor or basement of most residence halls. The process to get a refund for a faulty machines is begun by contacting the hall administrative specialist at the front desk during normal business hours.

- The hall administrative specialist 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.

COMMUNITY STANDARDS

3.0 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 residents meet on this campus will be residents new roommate. This meeting will be a great learning experience in and of itself because residents will be sharing the space in which residents sleep, study, hangout and relax.

- 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.
- A roommate agreement is an excellent way for both occupants to understand each other and serves as a tool for discussing issues that may arise later in the semester.
- From sharing clothes to having visitors it is important that ground rules are established as soon as residents both move in! Remember: Respect of each other as individuals is key.
- Some resources to assist residents include: resident assistants (RA), coordinators for Residence Education (CRE), counselors-in-residence, and counseling interns (CI)
- Residents RA and/or CRE will have the contact information for the counselors-in-residence and counseling interns.
- 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 agreements will be provided by your CRE.
- Residents are responsible for establishing a meeting with their roommate during the first few days after moving into the room.
- Roommates should talk through the information and establish rules or standards for living together. Recommended topics covered include noise, cleaning, temperature, guests and sharing of items.
- This agreement is online and a copy will be sent to the resident's RA.

Conflict Mediation 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 residents 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 residents concerns.
- If you are uncomfortable speaking with your roommate regarding a conflict, contact someone neutral who can assist you in your approach or help you think through your options.

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.

Visitation Information

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 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 may have overnight guests of the same sex for a period of time not to exceed two consecutive days and not more than three overnight periods in a seven-day period on a rolling calendar basis.

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 UNREASONABLE NOISE AND QUIET HOURS FOR FINALS

One of the goals of University Housing is to create an atmosphere in the halls that is conducive to studying, responsible socializing, and sleeping.

- It is expected that, as good and responsible citizens in their communities, residents will be quiet and respectful of their neighbors at all times.
- Unreasonably loud noise, defined as sound which can be heard two doors away or more than twenty-five feet (25) from the door, is prohibited.
- Beginning the Sunday of the last week of classes and including final exam week, all halls observe 24-hour quiet hours.
- Even though all attempts will be made to make building repairs at a reasonable hour, emergency work or repairs inside or outside residential facilities may need to be completed in the early morning or late evening.

3.5 STUDENT USE OF ALCOHOL IN UNIVERSITY HOUSING BUILDINGS

In accordance with Arkansas law, no individual under 21 years of age (legal drinking age) may possess or consume alcoholic beverages in or on University owned or leased property.

- 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 container, whether empty, partially or completely filled, are strictly prohibited in residence facilities, regardless of the age of the resident.

Residents 21 Years of Age and Older

- University Housing allows individuals of legal drinking age to consume alcohol in the privacy of their rooms with their door closed.
- 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 student room when the door is open.
- A resident 21 year 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](#).

3.4 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 University conduct system 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 IN RESIDENTIAL FACILITIES FOR SPECIFIC EVENTS

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.

- 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 handbook 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 60 days in advance.

Reservation Information

- Residents must clearly identify residents organization if residents reserve space for the purpose of handing out information about residents organization.
- Organization members should stay close to the tables provided.
- At the conclusion of the meeting or event, the room area furnishings must be returned to their proper location and the room area must be clean.
- 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).

How to Reserve Spaces

- The following rooms must be reserved on Microsoft Outlook by a CRE or by contacting University Housing:
 - » Maple Hill East 144 (conference room)
 - » Pomfret B116b;
 - » Pomfret Great Room (A106)
- The following rooms must be reserved by emailing Conference Services at houscs@uark.edu:
 - » Maple Hill East 139, 140 and 162
 - » Maple Hill South 143, 145A and 145 B
 - » Northwest Quad B108 and B112 (classroom).
- 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, and clicking on Facilities and Outdoor Reservations.
- The Community Building at Duncan Avenue Apartments is reserved by contacting the supervising graduate assistant at Duncan at 479-718-7891.

3.8 POSTING OF INFORMATION IN HOUSING FACILITIES

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 business and organizations must have prior permission from University Housing to post in the residence halls. University Housing reserves the right to reject advertising/posting
- 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.
- The quantity of material allowed and locations available for posting vary in each hall. Interested individuals can contact University Housing for more information.

Submission Process

Paper Signage

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

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

“Free Will” Materials

- Catalogs, coupon books, etc. may be distributed by means of a “free will” pick up table located in specified public areas. 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.

3.9 SOLICITATION IN THE RESIDENCE HALLS

Students 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 being 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.

3.10 SMOKING IN UNIVERSITY HOUSING BUILDINGS

Smoking and tobacco use are prohibited at the University of Arkansas. This includes the use of e-cigarettes or vaping.

- See [Fayetteville Policies and Procedures 724.0](#) for more information.

SAFETY INFORMATION

4.0 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.
- All campus residences will be inspected at least once each semester to ensure compliance with health and safety standards.
- University Housing reserves the right to schedule a special health and safety inspection of any residential unit and or public area.

Inspection Information

- Students are required to allow University Housing officials to enter their residences for these inspections and any follow-up inspection(s).
- Residents will be given at least a 48-hour notice regarding the approximate date and time of the Health and Safety inspection(s).
- Staff conducting the inspections will lock all doors when leaving the room, suite, or apartment, so residents should carry their keys/fob to avoid being locked out. The entire living area will be inspected.
- In suite-style residence halls and Duncan Avenue Apartments, particular attention will be given to the bathroom, kitchen and other common living areas.

Violations

- Violations that could cause immediate harm or damage to facility or resident(s) will be corrected by Housing staff upon discovery.
- Residents who do not pass the inspection will be given a specific deadline to make the necessary corrections.
- If the resident(s) fail the second inspection, each responsible individual will be assessed a \$50 charge in addition to any labor charges and replacement costs to correct the deficiencies.
- Subsequent failures may result in additional charges, conduct violations and or cancellation of the University Housing contract.

4.2 SAFETY ADDENDUM

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

- Residents may find that safety addendum in Appendix B: Safety Addendums.

4.3 ROOM KEYS

Daytime Lockouts

- Student lockouts occurring during the day require the resident to leave his/her student ID or other item of value at the front desk before receiving a loaner key fob. Credit cards and debit cards can not be used as items of value for this purpose.
- 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.

After-hours Lockouts

- 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 his/her room they must show the resident assistant his/her room key.
- If the resident does not have his/her key, the RA will notify the hall administrative specialist and the coordinator for Residential Education of the situation by noon of that day. Resident assistants cannot leave a loaner key fob set with the student.
- The student must go to the front desk during normal business hours to sign out a loaner key fob set if needed. Staff will decide if a loaner key fob set will be issued or if a lock change will be requested.

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.
- These personnel will leave written documentation at the conclusion of their task as evidence of room entry. The residents will also receive an email when their work request is completed.
- Student rooms in halls that are not open during academic breaks will be entered to verify compliance with break closing procedures.

4.4 ELEVATOR SAFETY

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 the 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.

- Students 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.
- Throwing or hanging objects from the window or ledge is also 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 student 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 Damage or Violations

- If severe weather storms blow a window screen off, it should be reported to the hall front desk or facility graduate assistant as soon as possible so the appropriate repairs can be made and/or the screen replaced.
- 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.
- If a staff member observes a missing or damaged screen or an individual on any residence hall ledge or on the roof of any University Housing apartments or Greek managed property, they should call the University Housing Service Center (479-575-7005) or UAPD (479-575-2222).

4.7 USE OF ROOFS AND EXTERIOR WALLS OF BUILDINGS

University Housing follows [University of Arkansas Systemwide Policies and Procedures 720.1](#).

4.8 FIRE AND FIRE ALARMS

Failure to evacuate during an fire alarm is illegal and may result in conduct sanctions.

- Tampering with or disabling smoke and heat detectors is a violation.
- The minimum restitution for this type offense is \$500.
- For your own safety and to assist first responders (police and fire department), it is the university's expectation that all students evacuate the residence halls during a fire alarm. Failure to evacuate the building during a fire alarm may result in conduct sanctions.

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 SHELTERING DURING A TORNADO

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 residents evacuation routes and shelter-in-place locations.
- Safe areas in the residence halls will be away from windows or exterior doors.

4.11 USE OF SHARP CONTAINERS

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

- Each student utilizing this service should log into the Environmental Health & Safety website 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 zoned desk for an empty one, a proper replacement container will be given to the student immediately. The exchange of containers is only available during business hours.

4.12 FIREARMS IN RESIDENTIAL FACILITIES

All weapons are prohibited on campus. An individual with a concealed weapon permit and an enhanced carry permit is the exception. See the [University's safety website](#) for more information.

RESIDENTIAL FACILITIES

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

5.1 DAMAGES

When something is not functioning properly, residents should complete a maintenance [FIX IT](#) request.

- Students 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.

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.

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.
- The following are examples of incidents that often result in excessive cleaning charges:
 - » 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

Damage Billing

- Damage billing is a charge related to damage or vandalism assessed to residents or resident groups living in close proximity to the location of the actual damages.
- The coordinator for Residence Education or assistant director for Greek Housing will investigate charges to ensure fairness in the billing process.
- The following are examples of incidents that often result in Damage-billing:
 - » 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.

Room Condition Form

- Carefully review and complete a room condition form after check-in and checkout to ensure it appropriately reflects the condition of the living space. This form is available online or on paper, depending on your residential community.
- 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 the resident disagrees with the recommendation of the staff member performing the check out, the resident should contact a coordinator of Residence Education **before signing the room condition form.**
- Once the inspection has been conducted, the RA or Greek-managed staff will forward the completed form to the coordinator of Residence Education or assistant director for Greek Housing.
- 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, both roommates will be billed accordingly.

Assessment of 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.

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.

Damage to Common Areas

- 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.

Greek-Managed 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, if possible, who is responsible for the damage.
- The assistant director for Greek Housing or their staff delegate will notify residents of damages as they occur.

5.2 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 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 residents bed without the proper equipment and parts may place residents at risk of severe injury.
- With the furnishings provided, residents are able to 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, wood blocks, etc., to raise beds is prohibited.
- Also prohibited is the use of PVC pipe to raise beds. Acceptable bed risers are available at local retailers.
- Lofts are of wood construction. Submit a maintenance request [FIX IT](#) between July 1 and July 31 if you want your bed lofted by arrival time.
- Duncan Avenue Apartments does not have loftable beds.
- In the above 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 residents 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 residents bed may occur. Note that lifting up 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 bed spring, 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 bed spring, if bunking) is positioned 12" from the top of the bed posts. The stabilizer (steel bed spring, if bunking) inserts into the bed posts 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 repositioned and will hold the guard rail in its upright position.
- Residents may request and receive guard rails for use on residents bed frame through the [FIX IT](#) service on the Housing website.

5.3 DISPOSING OF ITEMS ABANDONED BY RESIDENTS

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

- If the abandoned property is not claimed within 10 business days, Housing staff will submit a maintenance request 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).

Summer Conference Guests

- All items left in resident rooms by summer conference guests will be collected and stored in the Conference Services lost and found closet for 10 business days.
- Lost and found items not claimed by an individual or conference administrator after 10 business days will be disposed of by donating to a local charitable organization.

5.4 LOST AND FOUND

A lost and found station is located at the zoned desk of each residence hall 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, check books, 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.
- Method of disposal shall include the following:
 - » Checkbooks will be returned to the issuing bank and 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 coordinator 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

Students 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 art work or design, color schemes, time frame, plans for 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. Scooters 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 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.

5.7 CLOSED-CIRCUIT VIDEO CAMERAS (CCTV)

University Housing uses closed-circuit cameras to monitor entrances, exits, and common areas in our residential facilities utilizing passive recording. In the case of an incident, video footage may be reviewed and shared with University offices as appropriate to ensure a quick response to suspicious activity.

HOUSING CONTRACT

6.0 A sample copy of a 2017-2018 Academic Year Agreement can be found here: housing.uark.edu/resources/pdfs/contracting/17-18-housing-contract-general.pdf

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 this 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

- Payment for the fall semester is due the date outlined in the Contract for Room and Board Accommodations and payment for the spring semester is due on or before the fifth day of class in the spring semester.
- Installment plans are available through the Treasurer's Office.
- There is a \$35 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.
- If students change rooms improperly, they will be assessed a charge and may be required to return to their original room.

Hall Changes

- Hall change requests will be considered after the 11th day of classes.
- Requests for residence hall changes will only be handled after check-in via the University Housing Contracting Portal by completing the Room Change Request Form.
- 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 web page 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.
- 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.

New Freshmen Housing Assignment Priority

- New freshmen will be given priority with regard to campus housing as this promotes student success.

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.

- Students 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 in the spring.

6.5 OCCUPANCY- FROM OPENING TO CLOSING

The Duncan Avenue Apartments, Duncan House, Gatewood, Gregson, Harding, Holcombe, Humphreys, Markham House, Northwest Quad B, and Northwest Quad C 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.
- Contact University Housing for more information.

6.6 CLOSING AND CHECK-OUT PROCEDURES

Students 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 his/her hall. This excludes residents with a summer school contract who are currently assigned to their designated summer housing hall.

- Students must check out with an RA prior to the time and date designated for closing the halls. Non-graduating students are to check out no later than 24 hour after their last scheduled final examination.
- 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.
- Students must meet with a staff member to complete the room condition form before checking out of the residence hall or apartment.
- See Policy 5.1 Damages for more information about damage-billing charges.
- Under no circumstances are students to move out of assigned spaces without checking out with a staff member.
- 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.

- Other closing procedures include scheduling an appointment for check-out at least 24 hours prior to check-out, providing a forwarding address, and emptying residents mailbox.
- Students should also update their forwarding address in UA Connect uaconnect.uark.edu

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 contract must be based on one of the following:
 - » Significant unexpected change in 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.
- Students may print the request for release from room and board contract packet from the University Housing website.

For Room (Housing) Contract Release

- 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 479-575-3951 if residents have not received written notification or a decision within 10 business days after submitting residents form and providing any necessary 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.

Accuracy of Submitted Information

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

Students 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 recontracting begins.

- These students will be considered priority students and will choose their own rooms.
- Students are also able to make roommate selections before choosing a room.
- Students 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 students 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.
- Students 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 student 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, 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 STUDENTS REQUIRING SPECIAL NEEDS ACCOMMODATIONS

Students with disabilities may need special accommodations in order to have full and integrated access to on-campus housing.

- Examples of housing accommodations include, but are not limited to:
 - » Americans with Disability Act-compliant rooms
 - » Single-occupancy rooms
 - » Non-communal restroom
 - » Room and furniture modifications
 - » Meal-plan modifications
 - » Service animals
 - » Emotional-support animals
- Housing and dining accommodations must be reasonable and relate to the students' 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 students with disabilities living on campus.
- To initiate a request for housing and/or dining accommodations, please contact

Center for Educational Access
University of Arkansas
Room 209, ARKU Fayetteville, AR 72701
Office: 479-575-3104
TDD: 479-575-3646
Fax: 479-575-7445
Test Center: 479-575-2695
cea.uark.edu

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 anytime 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 student will be responsible for completing an official checkout of their room, or they will be charged an improper checkout administrative charge.
- Students will be responsible for returning their keys and fob, or will be charged accordingly.
- Students 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.
- Students 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 student is contracted, they will be assigned as is available..

CAMPUS PARTNER INFORMATION

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

7.1 DIVISION OF STUDENT AFFAIRS

University Housing operates within the Division of Student Affairs. Residents can learn more about the division at studentaffairs.uark.edu.

7.2 CAMPUS DINING

Dining facilities and retail food options are managed by Chartwells Higher Education Dining Services. For more information about campus dining, visit new.dineoncampus.com/razorbacks

7.3 PARKING ON CAMPUS

On-campus parking is administered by the Transit and Parking Department. For more information, visit the Transit and Parking web page at parking.uark.edu

7.4 IT SERVICES

Housing's ResNet services 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 its.uark.edu for more information.

APPENDIX

APPENDIX A: SCHEDULE OF CHARGES

ADMINISTRATIVE

Improper checkout	\$125
Unauthorized room change	\$125
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	\$200
Replace damaged/tampered sprinkler head	\$200
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 (Futrall, Holcombe & Maple Hill East/South/West/West first floor)	\$572
Exit light/signage	\$500
Building back up battery: Holcombe & Gregson only	\$240

CLEANING

Half of traditional student room	\$66
Whole traditional student room	\$139
Greek House room	\$154
Half of Maple Hill suite	\$139
All Maple Hill suite	\$182
Half of NW Quad suite	\$145
All NW Quad suite	\$190
Packing of room	\$111
Cleaning required by vandalism- 4 hour minimum charge then per hour (minimum charge shown)	\$87

Ozone treatment	\$100
Cleanup of biohazard - flat rate charge	\$200
Power wash paint removal - charge/hour	\$71
Steam cleaning lounge or living room chair	\$99
Steam cleaning lounge or living room couch	\$117
Steam cleaning desk chair	\$43

BEDS/DRESSER/NIGHT TABLE

Complete wood bed unit	\$309
Wood bed headboard & footboard (only purchased in pairs)	\$513
Wood bed spring unit	\$141
Guard Rail - Maple Hill	\$44
Loft bed and adapter kit -Maple Hill, Gibson, Glad/Rip	\$231
Maple Hill bed/loft	\$523
Junior loft bed Buchanan-Droke	\$285
Tall loft bed - Walton	\$533
Multi use cube - Walton	\$236
5 drawer chest - Walton	\$456
Split desk 42" - Walton	\$496
Founders medium Loft	\$454
Hotz and Yocum medium Loft	\$454
Metal headboard & footboard unit	\$138
Duncan- twin bed metal frame	\$192
Duncan- 3 drawer captain bed	\$570
Duncan - twin bed headboard	\$149
Duncan- 3 drawer captain bed	\$570
Duncan - twin bed headboard	\$149
Duncan - twin headboard for captain bed	\$200
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	\$263

Duncan (NEW ROOMS) - merit writing desk	\$226
Duncan (NEW ROOMS) - merit rolling pedestal	\$223
Pomfret Midloft 80"	\$448
Walton Midloft 80"	\$448
Metal bed spring unit	\$141
Dresser: Quad, Maple Hill, Fiji, Gregson, Buch-Droke, Founders, Hotz	\$451
Six drawer chest- Glad Rip/Holcombe	
Three drawer chest - Maple Hill East/South/West	\$298
Pomfret- 3 drawer chest	\$401
Walton- 3 drawer chest	\$401
Duncan- 3 drawer chest	\$314
Duncan - 4 drawer chest	\$373
Drawer front w/bracket - Maple Hill	\$99
Futrall 6 drawer dresser	\$514
Buchanan-Droke 3 drawer chest	\$369
Bunking metal pin (price by each)	\$5

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	\$388
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	\$39
Reattaching built in wall desk: Humphreys, Yocum & Pomfret only	\$137
Student (Trey Gamer) Chairs - Holcombe, Futrall, Yocum, Glad Rip, Gibson, Gregson	\$342
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	\$191
Wooden two position desk chair replacement	\$202
Wooden Desk Chair Back Upholstered	\$122
Wooden Desk Chair Seat Upholstered	\$149
Founders desk	\$398
Hotz desk	\$398
Founders/Hotz desk chair	\$294

Desk drawer - replaced	\$110
Desk drawer - repaired: Humphreys, Yocum, Pomfret, Reid, Futrall only	\$85
Duncan- Console desk - no drawer	\$270
Duncan -Mobile Desk with Drawer	\$268
Buchanan-Droke Pedestal Desk	\$430

FIXTURES

Shower heads	\$62
Shower rods	\$39
Shower curtain	\$19
Towel bar	\$44
Soap dispenser (manual)	\$48
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	\$32
Repair or replace ceiling fan	\$129
Paper towel dispenser	\$71
Paper towel dispenser (hands free)	\$96

FLOORING

Replace Roll Carpet/Square Yard	\$45
Clean Room Carpet	\$126
12 inch Vinyl Tile Replacement	\$41
Carpet Removal from Room	\$75
Wood Plank Replacement/Square Foot	\$29
Carpet Tile Replacement per tile	\$47

LINENS- SUMMER CONFERENCES ONLY

Towels	\$24
Wash Cloth	\$11
Flat Sheet	\$20
Fitted Sheet	\$20
Blanket	\$28
Pillow	\$16
Pillow Case	\$12

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

MATTRESS

75" Mattress	\$202
80" / 10" Athletic Mattress	\$332
80" / 10" Duncan Mattress (Single)	\$322
80" mattress	\$210
84" mattress	\$225

MISC

Replacing Wall thermostat: Gibson, Gregson, Holcombe, Maple Hill, Reid	\$522
Replacing thermostat cover only	\$261
Replacing Thermostats: Futrall, Humphreys, Pomfret, Hotz, Founders	\$220
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	\$1,183
Speed Queen Washer Front Load	\$1,802
Speed Queen Dryer Electric	\$1,058
Speed Queen Dryer Stacked	\$3,545
Water fountain/bottle filling station	\$1,492
Cot damaged or not returned	\$128
Ceiling tile - per tile	\$21
Commode	\$502
Mirror	\$277
Urinal	\$627
Toilet Seat	\$57
Television 32"	\$404
Television 37"	\$529
Television 39"	\$529
Television 48"	\$593
Television 55"	\$952
Television 65"	\$1,704
Television 80"	\$4,433
Bulletin Board 2x3	\$56

Bulletin Board 4x6	\$220
Replacement of peephole	\$36
Hall Front Desk Chair	\$579

PAINTING/REPAIR

Small Wall holes and touch up paint 1-4" diameter (each)	\$41
Large Wall holes (time and materials quote from RESFAC)	Quote
Removal of 3M Stickers/hooks (each)	\$1
Wall of room painted (12'x9'x\$1.55/SF=\$167.40)	\$253
Ceiling of room painted (12'x12'x\$1.55/SF=\$223.20)	\$322

DOORS

All room doors in high rise residence halls	\$860
Quad/Maple Hill Residence Door (45 minute)	\$1,641
Stairwell Fire Doors high rise residence halls	\$2,063
Fiji Wooden doors	\$2,154
Fiji wooden door jam	\$533
Fiji Steel jam	\$412
Fiji Steel door	\$1,387
Sigma NU, SAE doors	\$1,259
Pike Steel door w/o frame	\$2,539
Pike Steel door w/frame	\$3,713
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	\$89
8x8 ADA Stairwell Exit Signs	\$127
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	\$877
Exterior metal - Chase Park	\$2,110
Exterior metal - Chase Park (Door Only)	\$685

WINDOWS/MIRRORS

Humphreys, Yocum, Pomfret, Reid, Futrall Windows	\$455
Holcombe Windows	\$668
Buchanan-Droke / Gladson-Ripley Windows	\$568
Northwest Quad Windows	\$462
Duncan Apt Windows	\$370
Maple Hill East/South/West Windows	\$587
Fiji Windows	\$399
Fiji Library/Lounge Door (per glass pane)	\$355
Phi Delta Theta Windows	\$430
SAE Windows	\$405
Sigma Nu Windows	\$674
Pike Windows	\$976
Hotz Custom Mirror	\$530
Humphreys Custom Mirror	\$530
Armoire Mirror Replacement	\$256
Mirrors	\$277

WARDROBES

Maple Hill / Buch-Droke / Glad-Rip / Futrall / Gregson	\$705
Walton	\$705
Hotz	\$705
Founders	\$705
Pomfret	\$602
Yocum	\$705
Duncan- Armoire with 2 doors and 1 drawer	\$548
Quad	\$645
Wardrobe Door	\$141
Wardrobe Hinge	\$41
Drawer glides	\$38

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	\$1,093
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"	\$1,044
Love Seat - New Furnishings "E"	\$1,522
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"	\$655
Hannah Chair	\$214
Hannah Stool 30"	\$356
Boost	\$463
Truman Lounge	\$1,622
Truman Table	\$1,068
Fiat Sofa	\$3,546
Fiat Loveseat	\$2,832
Puzzle Chair	\$1,929
Puzzle Ottoman	\$959
Tablet Chair/wood arm	\$2,144

MAPLE HILL LOUNGE FURNITURE + PUBLIC AREAS

Sage/Taupe sofa	\$1,174
Sage/Taupe love seat	\$1,143
Sage/Taupe chair	\$923
Brown/Cognac sofa	\$1,163

Brown/Cognac love seat	\$1,135
Brown/Cognac chair	\$930
Black leather sofa	\$1,304
Red club chair	\$623
Black arm chair	\$528
Java 54" table	\$904
Java 48" round table	\$720
Java wood side chair	\$291
Java wood low slat back chair	\$354
Wood bar stool	\$398
Easton Coffee table	\$928
Easton End table	\$449
Pedestal table 44"	\$629

QUAD SUITE LIVING ROOM

Quad Couch	\$1,843
Quad Loveseat	\$1,346
Wardrobe	\$645
Barstool - Replacement	\$180
3 drawer pedestal	\$239
End table 1 drawer	\$218
Entertainment/TV Table - Quad (Student Rooms)	\$289
Entertainment/TV Table - Quad (Common Areas)	\$581
Cocktail table	\$221
Bar Stool Reupholstered - Quad	\$62
Quad side chair	\$623

PIKE HOUSE

Custom Rugs 10x12	\$7,458
Down Pillows	\$114
Shower Door Fiberglass Insert	\$220
Rugs Tipton 8x10	\$718
Rugs Tipton 5x8	\$388
COHLE Glass Sideboard	\$1,717
Lamp CALA Oxblood	\$223
Lamp Gallagher	\$195
Conference Room Chairs Blade Mesh Kashmir Black	\$1,182
MIES VAN DER ROHE Pavillion Table Base 38"x38"	\$1,268
Conference Table	\$6,666
Lenox Glass Coffee Table	\$608
Lenox Glass End Table	\$388

Loewenstein Linear Dining Chair Bravo Barn Walnut	\$483
Dining Table Hendrix	\$682
Dining Chair Hendrix	\$333
Dining Table Charcoal 40" SQ MAD	\$1,010
Dining Arm Chair Charcoal MAD	\$658
Chair Charcoal MAD	\$592
Footstool Charcoal MAD	\$297
Bar Table Charcoal MAD 33"	\$882
Bar Side Chair Charcoal MAD	\$574
End Table Charcoal MAD	\$273
Neeson Nightstand 2DRW	\$952
Neeson 5DRW Chest	\$938
Adirondack Coffee Table Charcoal	\$360
Custom Table 48" Round Montana Walnut	\$1,708
Custom Table 74" Round Montana Walnut	\$3,083
Resident Room Desk 84"x24"x30" Study Desk	\$1,708
Artwork - Abstract	\$927
BRIT XXL SECT CHAISE LHF 3000 Carnival Rivera	\$9,433
BRIT Ottoman 3000 Carnival Rivera	\$1,494
Fabric Folding Chair	\$86
BREE Sofa 2500 Colorado Mist	\$3,557
Libby Chair Cust Accent Cranberry	\$869
Crown Stone Dining Chair	\$244
Fabric Folding Chair	\$86
Resident Room Dresser Montana Walnut	\$443
Resident Room Wardrobe Montana Walnut	\$647
Owen Bench Custom Granite	\$807
BRIT Loveseat 3000 Broadway Onyx	\$3,432
ODEM Cube Crimson	\$369
Chair Kipling Mellow Yellow	\$1,807
Palliser Plato Swivel Chair Modern Maze Dark Gray	\$870

LAMBDA CHI ALPHA HOUSE

2 Sofa-Pottery Barn "Cameron" Sofa, Espresso Leather	\$5,013
Lounge Chairs-Transformations Furniture, Highstreet	\$1,044
Coffee table-Wayfair Brandon	\$338
Console Lamp-Robert Abbey "Kinetic 1503X"	\$262
1 Rug (incl. rug pad)-Surya "ALF-9625" 8'9" X 12'9"	\$571
1 Existing Box-Top Side Table N/A	\$58
TV 50"	\$2,558
Chairs-Global Total Office "Duet" Today's Office	\$158

Desk-Ashley Cross Island Model #H-31910 Tobacco Sam's Furniture	\$219
3-Piece Pub Set- Wayfair "Parkland"	\$681
Sofa-Ashley Nolana Sofa Charcoal	\$377
Nightstand-Wayfair "Cabin Creek 1-Drawer Nightstand"	\$541
Bed-Wayfair "Cabin Creek Headboard"	\$627
Dining Tables-Innerplan Office "Palmer Hamilton Nomad Series"	\$652
JOFRAN Cranmore Media Console Black	\$1,351
Bruno Table Lamp	\$312
ROND Media Console Stanley Heirloom Cherry	\$4,513
Signature Design Ashley Brandon Coffee Table	\$495
Benchcraft Elkton Loveseat	\$1,157
Parkland 3 Piece pub table	\$681
Custom Dining Side Chair Contemporary vertical slat finish heirloom coffee	\$880
Compass 104" Trestle Dining Table Western Brown	\$5,810
Traverse Console Table Finish Barrel Oak	\$2,383
Jonathan Adler Ventana Chandelier	\$1,082
Delilah Table Lamp Emerald Green	\$481
Safavieh Rayos Dundurst Mirror	\$370
Tall Loft bed	\$590
Three drawer chest	\$412
Wardrobe	\$633
Mattress - 80"	\$229

Meeting Room 54x54x1.5 Round Top	\$1,994
Meeting Room 36x36x28.75 Duncan Phyfe Base	\$951
KI Pirouette Café Nesting Table Rectangular 24x36	\$736

SIGMA ALPHA EPSILON

Grand Rapids Chair - Atlantis Aluminum Barstool	\$586
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	\$1,390
Integra Tria 15" Side Table	\$1,157
Nittany 5 Drawer Chest 36x20x47	\$569
Nitany Double Door Wardrobe w/bottom drawer	\$834
Nittany Medium Oak Twin XL Bed	\$361
KI Strive Four Leg Armless Chair, Poly Flannel	\$170
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	\$946
Bliss Settee w/Task Arm	\$1,731

APPENDIX B: SAFETY ADDENDUMS

[University Housing Safety Addendum Duncan Avenue Apartment 2018-2019](#)

[Managed Greek Facility Safety Addendum 2018-2019](#)

[University Housing Safety Addendum 2018-2019](#)