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This handbook was created to supplement what we commonly call, the Willkie Model. The Willkie Model was created to provide the residents of Willkie with more independence than the traditional residence centers. The foundation of this model revolves around resident responsibility and a willingness to address concerns proactively.

With this in mind, we have eliminated the position of Resident Assistant and replaced it with that of Floor President. The Floor President is **not** responsible for enforcing policy or documenting residents in violation of the same policies. Although the Floor President is obligated to inform Willkie Staff of violations, their functions **are** to create programming for his/her residents and represent them as Willkie Student Government. The primary responsibility for reporting policy violations lies with those resident in the community.

Furthermore, there are Graduate staff members who live in center who address student concerns and policy violations. The Graduate staff members are Resident Leadership Specialists and a Resident Security Assistant (live-in IUPD officer). Position descriptions can be found later in this handbook. For additional security, we have IUPD officers who will patrol the building to insure resident safety in the evenings and weekends.

As a participant in the Willkie Model, you have the ability to determine what types of programs take place in the building and can further shape this fairly new concept. Remember that by being active and providing your input, you make this model work.

Facilities, Keys and access

Where does my key work in Willkie?

All metal keys work in the stairwell doors, elevator, your mailbox in the North Tower lobby, and the lock to your bathroom door. If your bathroom door gets locked, there is a “thumb latch” or slot that can be turned with a small coin to unlock the door from the outside.

Note: Apartment keys do not operate the elevators in the North or South Towers, mailboxes and individual apartment bedroom doors.

Where do I get my access card to open my door?

Willkie will assign you a white plastic card that will act as your access card to your apartment or suite door. This card will also open the floor computer room/lounge, floor vacuum/ mop closet, kitchenette, music practice room, North tower network printer room, and the entrance door to buildings after hours. It is important early on that you become familiar with **keeping this card with you at all times**. It may be useful to purchase a key chain with ID holder or an ID holder that hangs around ones neck as a way to keep your Willkie Key Card, metal key and ID on your person.

Will I need my key and access card to get on each floor of Willkie?

For your safety, you must use your residence hall metal key to access all floors and stairwell doors.

What happens when I am locked out or lose my access card?

Read under Standard Procedures

Locations

ATM

ATM is located in the lobby of the North Tower

Public Telephones

There are none. These phones were removed in 2002 by the telephone company.

Laundry rooms and operating instruction for laundry equipment

The laundry room is located in the basement of each tower. The laundry room machines operate off of your card or quarters. To add more money to your card, use the VTS machine located in the North Tower. One load of laundry costs \$1.50 to wash and \$1.25 to dry. Instructions can be found on the machines.

Vacuums and Brooms/Dustpans

The vacuum cleaners will be kept in the cleaning closet in the central hallway beside the computer wired lounges, which you have access with your ID card. It is important to return the items to the cleaning closet immediately after use. It is necessary to have the vacuum available as much as possible to the resident of the floor. If you find that your vacuum (and/or other items) is missing out of the cleaning closet, please report it either to the Floor President or the Willkie Center Desk. *There are also vacuums available for use at the center desk when needed.

Copy machine

The copy machine is located in the lobby on the North Tower

Ice machines

The ice machines are located on the ground floor of both towers.

Ovens

Stoves with ovens are located on floors 1, 3, 4, 5, 7, 8, 10, 11 in both towers. These are for the use of all Willkie residents. Important: All who use them are required to clean up after themselves when finished. DO NOT leave food cooking unattended. The two minor fires we have experienced from the past four years were from unattended cooking food.

Vending area

Vending units are located in the basement of each tower. If you would like to request items for the vending machine, please give your suggestions to your Floor President or the front desk. Vending machines are equipped to use campus access points.

VTS machines

The Value Transfer Station is located in the North Tower lobby. You may use the machine to add value to your ID card for campus access points, which can be used to operate the laundry, copy, vending machines, C-store shopping, etc.

Trash Disposal

The trash/ recycling room is located on each floor. For boxes and other large items that are too big to place in the garbage can, please take them down to the dumpsters located in back of the North or South Tower. (See recycling)

Recycling

Recycling receptacles for paper, plastic, glass, aluminum cans, and household batteries are located throughout the building. Large recycling receptacles are located in the north tower lobby, south tower lobby, and in the center building near the C store. Apartment residents are to empty their own trash in the outside trash bins. The apartments have recycle containers in each stairwell. For access to the large outside recycle collection bins, see the center desk.

Computer areas locations and the appropriate use of these areas.

Computer wired lounges are available on each floor, the balance between recreational use and academic use of the computer lounge should be negotiated in the community agreement. Express email stations are located in the north and south tower lobbies as well as the center building. Willkie North printer is in the North tower ground floor. Willkie South printer is located on the South ground floor. See the printer station for the address to connect to this printer.

Music practice rooms

Music practice rooms are located on the ground floors of the North and South Tower, directly behind the elevators. To enter these rooms, you must use your access card. There are four additional practice rooms in the center building. Many of these practice rooms are equipped with an upright piano. The pianos are tuned one time per semester or as needed.

Computer clusters

The computer cluster is located in the center building's informal lounge.

Willkie Informal Lounge

Located in the center building to the left of the main entrance doors

Willkie Formal Lounge

Located directly in front of the entrance into the center building. This is a locked space used only by appointment via the Residence Manager.

CLARC (Center Learning and Resource Center) aka the library.

When entering from the main entrance, it is located in the far corner of the center building next to the Informal Lounge; References, Magazines, videos, CD's, DVDs, etc. are available at this resource center.

Classrooms C109 & C111

Two formal classrooms are located in the center building and can be reached by taking the hallway to left after entering. These classrooms are reserved through Academic Initiatives and Services. Refer all questions of reserving this space through the Residence Manager. The classrooms are equipped with drop down projection screens and built-in TV/VCR equipment.

C-Store

The store is located directly behind the Formal Lounge. There are two entrances to this area that can be reached by either following the hall to the left or the right upon entering the building. The full description listed under Dining Services.

Auditorium

It is located immediately on the right side of the hallway to the right of the main entrance.

Music Practice Rooms

Located at the end of the hallway to the right after entering the building. There are four rooms, three that have pianos. These rooms are open to all Willkie residents for practice. Note: We cannot allow practice that may be “loud” as it affects the building classrooms and other study areas located in the center building.

Rehearsal Hall

Located behind the Practice Rooms and can be accessed through an entrance next to the practice rooms.

ADA (Americans with Disabilities Act)

Which facilities in Willkie are ADA specific?

The entire building meets the ADA code.

Room Care

Check IN/Check OUT Procedure

It is important upon check-in to go over your room and note on the Room Condition Report any marks or imperfections to the room. Any immediate maintenance issues you find need to be reported to the center desk by completing a pink Maintenance Request Form. This prompts staff to send the appropriate maintenance division to fix the problems. If you fail to fill out this form, you will be held accountable for all damage noted in the room upon check out. It is important to fill this form out in a timely manner. Also upon check out, it is your obligation pick up your RCR at the center desk and complete the “move out” portion, signed and dated and returned along with your room keys. Neglecting to fill out this form upon leaving could result in a \$25.00 improper check out fee as well as the loss of any right to appeal. The Willkie staff will send you a letter stating what is necessary for checking out properly prior to the end of the academic year. If you are departing prior to this time and would like to have this information, contact the Willkie Residence Manager or Assistant Residence Manager.

What should I use to put my posters on the wall?

In keeping our living environment in good condition for years to come, it is necessary for us to take special measures. In order to preserve the condition of the walls, you will be responsible for taking precautions not to damage them. You will use adhesives at your own discretion to post or hang any item from the wall. All damages as a result of adhesive substances will be billed to the owner. Painting and wall papering the rooms is expressly prohibited. We encourage you to set framed photographs on shelves or hang them on the inside of the doors to your room. In caring for your room, all preventative measures should be taken to avoid damaging furniture and walls. You should remove all adhesives and hooks at the time of your departure from the university and/or otherwise directed. If you use tacky-tack or other adhesives, it would be to your benefit not to use colors due to the potential to stain the walls.

Fire Safety

What are the policy and procedures regarding the sprinkler heads in the rooms?

Residents should not tamper with the water sprinklers. In order for them to work properly, please do not hang items from the sprinklers. **Indiana University Code of Student Rights, Responsibilities, and Conduct; part 3, B.11. “Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment.” Indiana University halls Rules and Regulations; K.1. “Tampering with any firefighting equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, and sprinkler systems is prohibited.”**

What is the policy for other fire safety equipment?

Decorations or displays erected in a manner that blocks or obstructs an exit, hallway, circuit breaker panel, fire hose cabinet, or fire extinguisher are prohibited. Fire safety equipment should be used only for extinguishing and controlling fires. They are not for pranks, jokes or the like. Maintenance will periodically check the extinguishers to assure that they are pressurized and to recharge them when needed. We will also inspect fire hoses and will report leaks or other problems that may compromise their effectiveness.

What is the fire evacuation procedure?

If you detect fire or smoke, call the operator and fire department at 9-911. The front desk number is 6-4804 to call after you have called the operator/fire department if one can safely do so without putting themselves in jeopardy. When leaving, take your room key and feel the door to see if it is hot. If the door is cool, open it slightly and exit via the nearest stairwell. Do not use the elevators. Exit the building via the stairwells and gather in the Willkie assembly area – the tennis courts across the street from the center building. One fire drill will occur per semester.

North and South Towers

If the fire alarm should sound in the tower, all residents must vacate the building immediately, using the nearest stairwell in the tower. When exiting the North Tower, all residents should proceed to the North tennis courts across Rose Avenue. When exiting the South Building, all residents should proceed to the South tennis courts across Rose

Avenue. If smoke is heavy or the door feels hot, seal your door with wet towels. Quickly proceed to the nearest window, open and stay near window until help arrives. Don't jump, panic, or attempt to use the elevators. When using the stairs, the floor numbers are noted in both written English and Braille.

Apartments

If the fire alarm should sound in the apartments, residents must exit the stairwell leading from the front door. Apartment Residents should proceed to the tennis courts across Rose Avenue and assemble at the edge of the courts. If smoke is heavy or the door feels hot, seal your door with wet towels. Quickly proceed to the nearest window, open and stay near window until help arrives. (In the case of residents on the third and fourth floors, when the main entrance to the apartment is not available due to fire or heat, use the fire exit door to leave through the neighboring apartment. **If this door is used at any other time, it will be considered misuse of fire equipment and a violation of university policy.**)

Why can't we use the door that divides our apartment from our neighbors?

In the apartments, residents must adhere to the necessary fire safety code that requires the center door dividing one apartment from another to be closed. This door is an emergency exit in the event of a fire or emergency situation that results in the front door being obstructed. If the wired door is opened, an alarm will alert the center desk of a possible fire in the apartment. In addition, so that this door is accessible in the case of emergency, please do not block the door with furniture or any other items. **If this door is used at any other time, it will be considered misuse of fire equipment and a violation of university policy.**

Cable TV

How will my room be equipped for cable TV?

In the suites, the living room area is not equipped with a cable television outlet. We suggest that you use a splitter to run a cable from one of the bedrooms to the living room. This would provide cable in your bedroom and living room without eliminating one or the other from cable service. You must purchase your own cable equipment for use in your room. If any wires run from one room to another, you would also need to purchase a floor strip to cover these wires. Exposed wires could cause someone to trip and get hurt. To enjoy the full benefit of our cable service, one must use a cable-ready television. Apartments have cable outlets in their Living Room areas. If you have trouble with the cable, call 5-2111.

Parking

Where do I park my car?

Students can buy D1 parking permits, if they qualify due to limited availability. They can use this permit at the lots at Read, Forest, and Willkie in addition, E parking is available at Assembly Hall. If you do not pay for a parking permit do not bring your car to the university. The parking of unauthorized vehicles in the parking lot surrounding Willkie is an undue hardship upon those who have paid to park in those spaces, causing you to get a ticket and/or towed. If your car is towed or stolen, call parking operations at

5-9848 or IUPD at 5-4111. If you have car trouble and need a battery jump, etc., call **Motorist Assistance at 5-9849**. To use this service, your vehicle must be registered with the university with a decal and be legally parked in a parking space. You will not be assisted if you are parked in a fire lane.

Services

Mail

Where do I pick-up my mail and/or packages?

All mail will be placed in the mailboxes in the North Tower Lobby. When you receive a package, an orange slip will be placed in your mailbox. All packages can be picked up at the front desk. It is important that you pick up mail on a regular basis from your mailbox. This will ensure that you receive important notices on a timely basis. As a resident, you are accountable for all information and deadlines placed in your mailbox. Another benefit of routinely emptying your mailbox, it keeps your mailbox from being overloaded and mail being jammed in order to make it fit.

How should my mail be addressed?

Suites

Student's Name

Room # denoted by the tower identifying letter (North Tower [N], South Tower [S], Center Building Apartments [C])

150 N. Rose Avenue

Bloomington, IN 47406

Example:

Herman Wells

Willkie N102A

150 N. Rose Ave.

Bloomington, IN 47406

When moving or going home for the summer, you must be aware of the following information: before you leave Willkie, you must leave a forwarding address for over the summer. Only 1st class mail goes on for 1 year- magazines/newspaper/etc are not first class mail and the forwarding of these items will end in 60 days.

Center Desk Services

What services does the center desk provide?

Services Provided from 8am-Midnight:

- Check-in and check-out
- Second key requests for temporary purposes only
- Mail and packages – Newspaper slips will be put in mailboxes to prompt you to pick them up. For balloons and special deliveries the desk may attempt to call and leave you a voice mail. Look for package slips in your mailbox for anything requiring your signature before delivery.

- Emergency Cards – Residents must fill this out upon moving into the residence hall.
- Event registration – When a resident wants to reserve a public space for a special event, an event registration form must be obtained from the center desk and submitted to Community Council via the Center secretary located at the center desk.
- Posting of materials – Residents must give these to the center desk to be posted
- Lost and Found
- Moving carts, tools, irons, ping pong paddles and balls, billiard cues and balls, assorted board games
- Maintenance Request Forms
- Room change request forms
- Cancellation of housing contract – Residents must fill this out when moving out of the residence hall
- VCR – The center desk has a VCR for residents to use. Rules and regulations governing their use will be given at the time of check out.
- Sharps containers for residents who need containers for needle disposal for personal medical use.

Services Provided from 8am – 4pm Monday through Friday only:

- Sale of postage stamps (single self-adhesive)
- Sending and receiving faxes – Domestic faxes cost \$1.00 per page. International faxes cost \$3.00 for the first page and \$1.00 for each additional page
- Temporary Parking Decals (For guests only)
- Bicycle Registration Decals
- Residence halls are no longer able to make change of any sort unless a purchase is made

Dining Services

Willkie C-Store. What is available there?

The Willkie C-Store offers a number of various items for dining as well as common needs. It features: Campbell Soups' hot bar; coffee self-serve station; deli; Jimmy Dean Sausage roller grill providing seven varieties of sandwiches; pastry shop that bakes bagels, cookies, donuts, muffins, etc: and prepackages salads. In addition, the store carries canned and boxed goods, frozen food items, cleaning supplies, home health care items, toilet paper, toiletries, and other items for residents shopping needs.

How can I add points to my ID card?

The VTS is located in the lobby of the North Tower. This piece of equipment permits one to add points to their identification card.

Telephones

How do I make an on-campus call?

All campus numbers begin with 855, 856, or 857. Use only the last 5 digits of the number when dialing on campus.

How do I make an off-campus call?

To dial an off-campus number, dial “9” then the number.

How do I make a long distance call?

1. Dial “9” to access outside line.
2. Dial “1” for domestic calls. Dial “011” for international calls
3. dial area code for domestic calls, country and city code for international calls
4. Dial telephone number
5. Listen for the “stutter” dial tone – two short tones followed by a long tone.
6. Dial your personal access code (PAC).
7. Wait for the call to connect.

What is a PAC?

A PAC is your Personal Access Code. To use the long distance service plan, students use a personal access code (PAC). The PAC will allow the student to place any long distance phone call from any unrestricted telephone on the Bloomington campus. Residents must complete a service agreement to obtain this service.

What if I lose my PAC?

Notify Telecommunications as soon as possible. Call 5-2111.

How do I activate and access my Voice Mail?

Voice mail is provided to each resident at no additional charge. Each resident has his or her own voice mailbox to ensure privacy. The Voice Mail User’s Guide can be accessed at www.indiana.edu/~uits/telecom/pubs/t003 Because residents must supply their own phone; voice mail messages will no longer be identified by a flashing light. Instead a stutter dial will sound when the receiver is picked up.

Will I need to bring my own phone?

Yes. All students must supply their own phones for the residence hall rooms.

How much does phone service cost?

Local service is free to all students. For long distance service, telecommunications offers a direct-dial long distance service to all campus residents. Voice Mail is free, but features such as call waiting, call forwarding, three-way calling, speed dialing, and additional phone lines can be ordered at additional cost.

How will I be billed?

You will receive a monthly bill, which must be paid in full each month. With your PAC, you will be given a \$400 credit limit. If you exceed this amount, your service will be temporarily deactivated. A \$5.00 late fee will be added to all past due accounts.

Where do I mail my phone service payments?

Indiana University
P.O. Box 7201
Indianapolis, IN 46207-7201

What if I have problems with my phone service?

If you need help with your telephone service, contact the Residential Telephone Service Center at 855-4455 or toll free at 800-628-5826. Customer service representatives are available from 9am to 5pm, Monday through Friday. Information about account balances and status information can be accessed 24 hours a day.

Computers**What is required to get my computer wired? Who can assist me in this task?**

First you must have an Ethernet card/adaptor installed in your computer. If you do not, please contact your computer vendor or one of the local computer stores for help. Then you should get an IUB station cable and instructions when you sign up for network access in your residence center. If you have problems with the directions in the handbook, please contact UITS/Residential IT Services at 5-6789 for assistance 24 hours a day, 7 days a week.

Cleaning**How do I arrange for the cleaning service to clean my bathroom?**

Make sure that you sign up for the cleaning services for your bathroom during check-in. If you fail to sign up, you will be responsible for cleaning your own bathroom with the approved cleaning products. In addition, you will be held responsible for the condition of your bathroom during health and safety inspections. If at that time it is determined that conditions of the bathroom are unsanitary, you will be responsible for paying for the cleaning service for the semester and it will be cleaned to meet health and safety standards. The fee for our cleaning service is \$30.00 per bathroom/month. **Signing up for this service does not exempt you from cleaning your bathroom before you leave Willkie, if you switch rooms, residence halls, and leave housing or the university.**

If I choose not to use the cleaning service, does the university recommend certain cleaning supplies for the bathroom?

The university will not provide cleaning supplies. However, we do recommend that you use a cleaner/disinfectant such as Triad II Solution. Most commercial brands are of this variety. You will also be able to purchase this type of product in the center stores. Please **DO NOT** use acid based products or harsh abrasives such as Comet on shower walls, toilet exteriors, or sinks. Such harsh chemicals could damage the surfaces. Most

importantly, remember that bleach or chlorine based cleaning products should NEVER be used with other cleaning products as dangerous chemical gases could be created when these chemicals come in contact with each other. **This is very important! You are responsible for cleaning this space. If you choose simply not to do it, you will be billed for the cleaning.**

What are the proper procedures for cleaning the bathrooms?

1. Clean all stainless steel, chrome, and tile with Triad II Solution (commercial brand non-abrasive cleaner/disinfectant). Use a scratch pad to remove soap scum and mold.
2. Sweep, then mop floor with Triad II solution (commercial brand non-abrasive cleaner/disinfectant).
3. Clean hair from shower with a damp paper towel and throw the towel in the trash, not the toilet.
4. All toilet seats, toilet bowl surfaces (inside and out) and chrome flush valves should be cleaned with Triad II solution (commercial brand non-abrasive cleaner/disinfectant). You should use a toilet brush and a sponge.
5. Clean mirrors and chrome plumbing with window cleaner.

If you choose to clean the bathroom, it must be cleaned on a regular basis and completely. Just cleaning one half of the bathroom doesn't constitute a clean bathroom. It is important that you and your suitemate clean the whole bathroom or sign up for our cleaning service.

Standard Procedures

Keys, Cards and Lockouts

What if I lose my access card or key? How much will it cost to replace?

If student losses their white room access card come to the center desk. The Center desk will then issue a new card at the cost of \$45 that will be charged to the student's bursar bill.

If the card itself no longer works then there is no charge for a replacement card. The bad card must be returned at that time.

If you lose the mailbox key, you need to fill out a lock change request form at the center desk. The \$50.00 lock change fee may be charged to your bursar bill.

What if I get locked out of my room?

***IMPORTANT: New Lock out procedure for all Willkie residents.**

You should first knock on the door to see if your suitemate is in the room. If your suitemate isn't home then go to the Center Desk between the hours of 8:00am and midnight.

- **Between the hours of 8 a.m. and 12 a.m. (midnight) temporary cards will be given to residents at no charge if they are returned within the 20 minute limit under the supervision of OSA and/or Secretary. If a student consistently abuses the 20 minute limit they will be assessed for the use of the spare key.**
- **Between midnight and 8 a.m. the RSA/RLS on-call will let the resident back in their room using the RSA/RLS master card. The student will receive one free lock-out per semester and after that there will be a \$25 charge to the Bursar for each additional lock-out.**
- **If a temporary key card is not returned within 3 days the OSA/Secretary will request a recoding of the student's door and the resident will be assessed \$45 charge.**
- **Between 12:00am and 8:00am, contact the center desk (6-4804) and it will roll over to the staff member that is on call that night. This is an emergency service to be used as a last resort. Be responsible with your keys and access card to avoid this issue.**

Indiana University Residence Hall Rules and Regulations: F. keys, 4. *“Residents are expected to be responsible for their keys or key cards at all times. While residence hall staff will unlock a resident's room door when the resident loses or forgets his or her key or key card, residents who abuse this service are in violation of residence hall rules.”*

Special Note to Residents

Residents should take note of the condition of the card readers. If you notice a change in the sound or functioning of the card reader, please report it immediately to the center desk. Failure to report this may result in lockout due to malfunctioning of the card reader.

The following door signals will indicate a problem with your door reader:

Four beeping green lights: door battery is going dead, notify center desk at once.

Red light: your card is not coded for the door.

No beeps or lights after several swipes: door battery dead, report to center desk.

***Additional notice:** the Willkie door lock system is able to capture the card swipe history of ID cards. If a safety or security violation occurs, Willkie Residence management may read a door lock to obtain the history of the users. This process might occur to support investigations that could lead to action through the University disciplinary system or reconsideration of security issues by the Willkie staff and/or student government.

Lock-up Timetable

When are the front doors locked?

The front doors will be locked at midnight. Your access card will open the door. Look for the card swipe in the front entries of the towers or outside the apartment entry ways.

The rear door swipes are on the doors just below the handle.

Maintenance

How do I report damages or maintenance concerns?

Maintenance repair slips are available at the center desk. Please report any damages or necessary repairs in a prompt fashion by completing a maintenance request form.

Guests and Pets

Can I have overnight guest? How many guests can stay at one time? How long can my guests stay in my room? Do I have to have the permission of my roommate for guests?

Overnight guests are permitted and are the responsibility of the host. All overnight guests must register at the center desk. Guests of the same sex are permitted to stay in your room for 3 continuous days. If it is someone of the opposite sex you need to find a friend who can house them for the 3 continuous days limit. Your suitemate agreement will dictate any other stipulations such as permission in advance for overnight guests.

What pets are permitted in Willkie?

The only pets permitted in Willkie are fish.

Alcohol Policy

What is the alcohol policy in Willkie?

Since some residents of Eigenmann hall, Ashton-Weatherly, and Willkie are 21 years of age or older, the university recognizes the need to give special consideration to the issue of possession and consumption of alcoholic beverages. All residents of Eigenmann, Ashton-Weatherly, and Willkie are expected to be aware of, to understand, and follow Indiana alcoholic beverage laws, federal statutes, the Code, the State Board of Accounts regulations concerning student government organization accounts, and the policies of Eigenmann, Ashton-Weatherly, and Willkie.

The following rules apply to those who possess or consume alcoholic beverages in Eigenmann, Ashton-Weatherly and Willkie

1. Persons under the age of 21 are not permitted to possess or consume alcoholic beverages.
2. Responsible possession and consumption of alcoholic beverages are permitted for those persons who are 21 years of age or older, except in those manners and areas in which they are prohibited by these rules.
3. Possession of open containers of alcoholic beverages and consumption of alcoholic beverages are not permitted in the center's hallways, elevators, lobbies, stairwells, laundry rooms, library, restrooms, weight rooms, computer rooms, or photography rooms, except to transport alcoholic beverages for their permissible use to other areas of the building.

4. Any type of beer keg is prohibited.
5. An Indiana State Temporary Beer and Wine Permit must be obtained and an event registration form must be completed if an individual or group intends to possess or consume alcoholic beverages in a cafeteria, snack bar, or formal lounge.
6. Persons younger than 21 years of age may not attend registered events in the center where alcoholic beverages are being served.
7. It is the host's responsibility to ensure that state and federal laws, as well as center and university policies are enforced at events sponsored by individuals.
8. Groups sponsoring events must obtain Indiana State Temporary Beer and Wine Permits to serve alcoholic beverages at the event.
9. The names and room numbers of the persons responsible for group-sponsored events and the name, address, phone number, permit expiration date, and license number of an event's bartender must be submitted with the event registration form to the center's residence manager.
10. Hosts of events at which alcoholic beverages are to be possessed and consumed must consult the center's residence manager or assistant residence manager when planning the events. The center's staff is responsible for the maintenance of a reasonable degree of safety and an environment conducive to the academic pursuits of the center's residents.

Related Policy:

E: Room Responsibility. “Residents or guests who are present in a residence hall room and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a university official and/or has left the room upon discovering the violation.”

Adapted from *Residence halls Rules and Regulations*

Smoking Policy

Willkie Residence Center is a non-smoking facility. There is to be no smoking in any area inside the center. In addition, smoking outside the building must occur in the only Willkie designated area located 30 feet behind the center building back dock area. Anyone found in violation of this policy will be documented and may be sent through the judicial system.

Community Obligations

What responsibilities do I have for cleaning the kitchenette?

If you use the kitchen, you are responsible for the cleaning when you have finished so that other residents can use the kitchenette in a reasonable clean condition.

Who is responsible for cleaning the common areas of my apartment/suite?

In apartments and suites, all residents are responsible for the cleaning of the common areas. This holds true for the end of the academic year or residents vacating one of these spaces. Leaving earlier than your apartment mates or suitemates does not exempt you from charges levied for the cleaning of these areas.

How do I address a problem on my floor? Who do I go to when there is a problem on my floor that I cannot resolve?

Community agreements and suite agreements will be negotiated during the opening week of school. It will be important to discuss your preferences and come to an agreement on issues such as noise levels, quiet time, guests, cleaning, etc. Residents will be encouraged to confront each other about any problems on the floor. In the event that this process is unsuccessful, contact your Floor President and they will arrange for an RLS to assist you. In the case of an emergency or illegal activity, please call IUPD and/or the center desk immediately.

Staff and Student Government

Staff

What is the role of the Residence Manager?

The Resident Manager's primary focus is to promote a community living experience that fosters individual responsibility, acceptance, and academic growth. To meet these objectives, responsibilities include hiring and supervising all residence hall staff; maintaining relationships with dining services, the maintenance manager, and the area manager of the custodial staff, promoting community responsibility through a "living agreement;" and performing other assigned duties.

What is the role of the Assistant Residence Manager?

The Assistant Resident Manager's primary focus is to assist in the promotion of a community living experience that fosters individual responsibility, acceptance, and academic growth. Responsibilities include assisting in the supervision of the graduate assistants, assisting in the hiring of residence hall staff, serving as a judicial hearing officer, and performing other assigned duties.

What is the role of the Residence Leadership Specialist?

The Resident Leadership Specialist (RLS) is responsible for assisting the Resident Manager in the development of the resident's living environment in a residence center. The specific responsibilities of the RLS includes advising floor presidents and student groups, attending staff development meetings, conducting regular meetings with the floor presidents, communicating with the Resident Manager, working with individual students, and fulfilling other duties as assigned.

What is the role of the Residential Security Assistant (IUPD) in the building?

The RSA's primary responsibility is to address matters that are deemed a safety and security concern. The following are some of the issues that are regarded as safety and security breaches: unescorted persons, open doors, noise violations, fire safety and prevention, criminal damage, etc. Other Residential Security Assistant responsibilities include reporting maintenance and security issues to the Resident Manager, performing

fire prevention checks, completing rounds in building, and assisting with lockouts. The RSA's will wear uniforms when on duty.

What are the office hours of the above mentioned staff members?

The Resident Manager will have office hours from 8:00am to 4:30pm. The Resident Leadership Specialists will be available at various times throughout the day. The Residential Security Assistant will be available from 6:00pm to 6:00am. The Floor Presidents will be available at various times throughout the day.

Student Government

What is the role of the Floor President?

The Floor President's fundamental role is to establish a healthy community. As the Floor President performs administrative duties, promotes community building, and exercises strong leadership, this healthy community will grow and develop. Floor Presidents are required to attend staff and student government meetings, manage floor funds, prepare various reports, and perform other duties as required. The Floor President should also strive to bring the floor together as a community. Building this community requires the floor president to provide social opportunities and educational programs based upon community needs. The Floor President should also act as an information source for the residents and be as available as possible for his or her residents. Interacting with floor residents is of major importance in successfully meeting the expectations of this position. A Floor President should communicate needs expressed by the residents, take upon the responsibility of a role model, and represent his or her constituents at all meetings. Floor Presidents must have a minimum 2.50 GPA and be in good standing with the university (judicial status).

If you would like to become involved in Willkie Student Government, pick up an application at the Center Desk. Below is a list of potential positions in student government. Each year the Center President will decide what positions to fill based on organizational needs.

- **Finance V.P.** maintains and keeps records of all financial accounts for student government
- **Public Relations V.P.** chairs the Communications Committee, develops any student government publication, and updates the RHA web page.
- **Executive Assistant** records minutes of all Legislative Meetings and maintains records and scrapbooks for all Willkie events.
- **Environmental Affairs Director** coordinates the board of Environmental Managers and maintains the recycling programs in center.
- **Student Services Director** organizes recreational and athletic programs for Willkie Residents

- **Community Service Director** coordinates philanthropic activities and community service events.
- **Campus Involvement Director** serves as liaison between campus events and Willkie. This person recruits Willkie residents to participate in campus wide events such as IU Sing, Little 5, and Homecoming events.
- **IUSA Senator** represents Willkie Quad to IUSA and keeps Willkie updated on happenings in IUSA
- **Judicial Board** hears judicial cases involving Willkie residents and helps insure fair and just enforcement of the residential polices.

Appliances

Prohibited Appliances

What electrical appliances are not permitted in Willkie?

Any electrical appliance that has an open element, whether it is an open flame or an open coil, is prohibited from the residence halls. This includes but is not limited to halogen lights and lamps, toaster ovens, hot plates, stoves, grills, electric potpourri pots, rotisseries, open-coil heaters, deep fat fryers, power tools, etc.

Prohibited and Restricted Items

Indiana University Hall Rules and Regulations; G. for health, safety, and insurance liability reasons, residents are prohibited from having the following items in their rooms:

1. Flammable liquids and other similar materials, except for sealed containers not exceeding eight-ounce capacity.
2. Fire/open flame materials or high heat producing devices, including, but not limited to, burnt candles, incense, incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal grills, sunlamps.
3. Antennae or wires extending outside room windows.
4. Waterbeds
5. Firearms or other weapons.
6. Alcoholic beverages according to policy
7. Illegal Drugs
8. Mopeds, motorcycles, and other similar vehicles. Bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.
9. Animals.

Electrical Standards

All electrical appliances must be

1. Underwriters Laboratories (UL) listed
2. Equipped with thermostatic controls when appropriate
3. Rated at 700 watts (6 amps or less)