THE A TO Z GUIDE TO FURNISHED APARTMENT & RESIDENCE HALL LIVING
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## IU Residence Hall Rules & Regulations

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CONTRACT INFORMATION

ADMINISTRATIVE ROOM CHANGES

RPS reserves the right to administratively move a resident from his/her room assignment to another assignment if it is believed that the resident poses an imminent threat of physical or emotional harm to an individual, physical harm to property, or a significant threat to the stability of the community. In most cases, this move will be made pending a judicial conference.

In addition, residents of Learning Communities can be administratively moved to another assignment if they fail to meet specific expectations of their community. This includes failing to enroll in and successfully complete academic coursework required for participation in certain Learning Communities.

CONTRACT CANCELLATION

A contract is issued for one academic year (two semesters). You or the university may cancel your contract.

You must request to cancel the housing portion of your contract before leaving campus. You may do this at any time by using the online housing appeals process available at http://go.iu.edu/Ch.

If you encounter problems, e-mail housing@indiana.edu.

If your cancellation request is approved, you will receive an e-mail with a cancellation form. You must take the form to the center desk and follow all checkout procedures. (See page 8 for more details.)

Below are the cancellation terms in your 2013-14 contract pertaining to housing and dining services. Cancellation on or after the starting date of the contract:

1. If you are not an enrolled student on the Cancellation Date and do not subsequently enroll, you will be charged the rental amount through the Cancellation Date, plus a $400 breakage fee. You will also be charged for any I-BUCKS you have used and $400 of the operational costs for your chosen meal plan.

2. If you are an enrolled student on the Cancellation Date, you will be charged rental through the Cancellation Date plus sixty percent (60%) of the remaining balance of the contract.

3. Upon a determination that you are no longer eligible to be enrolled based on either an academic dismissal or a failure to pay amounts owed on your bursar bill, you will be charged room rental and all I-BUCKS you have consumed plus the associated operations costs through the Cancellation Date.

4. If you need to break your contract in order to participate in an IU sponsored academic program such as an internship, student teaching or overseas study, or because you will be graduating at the end of fall semester, the following breakage fees apply:

   a. If you have continuously lived in an RPS facility for three or more semesters, your written request to cancel and required documentation should include this information and should ask for a waiver of the breakage fee. Only one breakage fee waiver based on continuous residence with RPS will be granted during your academic career at Indiana University Bloomington.

   b. Twenty percent (20%) of your first semester housing charge if your written request to cancel and required documentation is received on or before October 31, 2013.

   c. Thirty percent (30%) of your first semester housing charge if your written request to cancel and required documentation is received on or after November 1, 2013.

   d. You must provide official documentation from the sponsoring IU program, department or school to qualify for these early breakage fees. In addition, these breakage fees do not apply if you decide to move into housing that is not operated by RPS, including Greek housing. In those circumstances, the breakage fee is sixty percent (60%) of the remaining balance of the contract amount. If, as a result of a disciplinary action, you are suspended or expelled from IUB, or as a result of a disciplinary action become otherwise ineligible for housing, you will be assessed a breakage fee of sixty percent (60%). You will be refunded all unused I-BUCKS as of your Cancellation Date as defined in the contract. Your meal plan operational cost will not be refunded.

CONVICTED SEXUAL OFFENDERS

Convicted sexual offenders are not eligible to reside in university housing. If RPS learns that an applicant for housing is a convicted sex offender, the application will be rejected. If RPS learns that a current resident is a convicted sex offender, this contract will be cancelled.

ELIGIBILITY FOR UNIVERSITY HOUSING

To be eligible to reside in the residence halls, you must be:

1. A registered IU student as defined in the Code of Student Rights, Responsibilities, and Conduct at www.iu.edu/~code/.

2. A student who is enrolled in Hoosier Link and who has been approved by RPS for residency.

3. Deemed eligible by the manager of assignments.

Upon loss of eligibility, you agree to vacate your unit within three (3) calendar days, and the cancellation and release provisions of the contract will determine your remaining contractual obligations.

FINES & ADDITIONAL CHARGES

The Trustees of Indiana University have granted the Campus Housing Advisory Council the authority to establish and assess fines for failure to comply with residence hall regulations.
YOUR ROOM

ASSIGNMENTS
With a few important exceptions, priority for room assignment is based on the date the housing contract and application was received. This date is the housing priority date. Applicants for learning communities are always assigned first, regardless of the housing priority date. Priority for room assignment can also be affected by eligibility status and learning community approval. Whenever possible, we try to meet assignment preferences. To ensure that all applicants are assigned efficiently, priority and preferences may not be considered late in the summer.
1. If applications for IU housing exceed the number of regular housing spaces available, IU may use floor lounges or recreation rooms for residential purposes until permanent assignments can be made.
2. See the section Changing Rooms on page 8 for information about assignment changes.
3. Occupancy of a room is limited to the residents assigned to that room. The room will be used only as living space.
4. You agree to pay the additional charges for use of a double room as a single if you request and are permitted to continue occupying the room without a roommate, or if you make the vacant space unusable by altering or fully occupying the room.
5. Your room assignment may be administratively changed or the contract may be administratively canceled if your continued presence is considered detrimental to the living group or the educational environment as stated in the housing contract. Any student whose contract is canceled on this basis or for disciplinary reasons is responsible for sixty percent (60%) of the remaining balance of the housing contract.
6. If you are past due in the payment of any RPS charges, you may not be eligible for a room change or a new housing contract and will forfeit your assignment priority date.

AIR CONDITIONER UNITS
RPS makes every attempt to assign residents with documented medical conditions who require air conditioning to residence halls with central air conditioning. Only residents who have approval from the assignments office are permitted to have window air conditioners at other residence halls. All installations must be done by the RPS maintenance staff. Please check with the Residence Manager at your residence hall to schedule the installation. The installation fee and electrical surcharge is $300.
All air conditioner units must have an electrical rating of 115 volts, 60 cycles, with a three-pronged, grounded plug and the cord attached to the unit. Running amperage must be no more than 7.0. Units may not have a capacity larger than 6,000 BTU. The dimensions may vary by room; please contact the respective center desk for specific information.
Questions about a unit or its installation should be directed to the center desk at your residence hall.

CABLE TV
Student rooms in the residence halls are wired for access to the IU Cable TV System. Problems with the cable TV reception in a resident’s room should be reported to Telecommunications at (812) 855-2111. For current movie and channel listings, visit http://iutv.indiana.edu/iutv/.

CHANGING ROOMS
Moratorium periods on accepting these requests will be announced throughout the year. Change requests may be granted on a case-by-case basis, depending on space availability. Please note that no room changes can be made without authorization from the assignments office. Here’s the room change procedure:
1. Get a Reassignment Request Card from any center desk during regular business hours.
2. Complete this card and return it to your center desk.
3. Moving without assignments office authorization may mean you have to return to your original assignment and face additional charges and university disciplinary action.
4. Late in the fall semester, you will be contacted about submitting a reassignment request to be effective for the beginning of the second semester.

CHECKING IN & OUT
Student rooms and furnishings must be returned to their original condition before you move out. If a room requires restoration or repair before it can be assigned to another student, the cost for this work will be billed to the immediate past resident(s) of that room. The work may include painting, repair to walls and ceilings, and the repair or replacement of room furnishings.
To minimize room damage:
1. Carefully examine your assigned room when you move in. When you check in, you will also receive a Room Condition Report form. Complete and return it as directed by your residence hall staff.
2. Immediately report all room damages or needed repairs at the center desk.
3. Prior to moving out, it is the resident’s responsibility to schedule an appointment for an RA, FP, or an appointed RPS representative to inspect the room at the time of the resident’s departure. During the inspection, the RA, FP, or RPS representative will note any discrepancies between the Room Condition Report and the actual condition of the room, particularly noting any missing or damaged items. All residents must complete this inspection or accept RPS’s decision regarding damage to the room or its furnishings as final. If a resident fails to check out properly, s/he accepts any charges incurred and forfeits the right to appeal. Final determination of any charges will be made by center management. Refer to “Contract Cancellation” on page 5 for more information.
4. Residents will be held financially responsible for all damage to the room and furnishings they were assigned. University disciplinary action may also be taken.
5. Residents are responsible for keeping the room safe and sanitary. Deteriorated conditions in the room or its furnishings should be reported at the center desk.

CONSOLIDATION
If you are assigned to a double room and your roommate moves out, RPS may assign another student into the vacant space without prior notice to you or may reassign you to other accommodations of equal value. Residents of Willkie and Union Street Center will have 5 days to find a new roommate before a roommate will be assigned from the waitlist. Residents of Willkie and Union Street Center may do a short-term buyout at full price of a roommate’s
Your proposed changes must be submitted in writing to the residence managers of your residence hall and approved before any changes are made.

- Painting is not permitted.
- Only authorized university employees may make changes to the electrical system and wiring in the residence halls.
- Furniture or other items may not be attached to or supported by walls, existing fixtures, or furniture in your room. Beds may be bunked or lofted by contacting Housing Assignments at housing@indiana.edu.
- Furniture must not obstruct doors or windows at any time. Doors and windows must be accessible and operational at all times to be used as a means of exit or entry, especially in emergency situations.
- All furniture in your room or apartment provided by the university must stay in your room or apartment.
- Carpeting must have a flame spread rating and smoke-contribution rating of 200 or less. Commercial carpet should be tagged or marked with this information.
- Hanging lights, sheets, or other objects from the ceiling is not permitted.
- Decorative lights are not to be hung over windows, near curtains or other fabrics.
- All window treatments (draperies or blinds) provided are flame retardant and should not be replaced or modified.
- Highly flammable decorative materials such as fishnets, curtains, paper, etc., cannot be used.
- You are responsible for restoring your room to its original, acceptable condition when you move out.

- When questions arise, IU’s Office of Risk Management will have the final say on modifications.

PEST CONTROL

RPS has professional licensed pest control services available. These state licensed specialists are available to respond to any unexpected problems with insects and other pests. If you encounter a problem, do not attempt to deal with the situation yourself; please notify your center desk or the staff member on duty.

ROOM ENTRY & PROBABLE CAUSE SEARCHES

The right of individuals to be secure in their persons, living quarters, papers, and effects against unreasonable search and seizure is constitutionally guaranteed and extends to students in the academic community. No provision in the housing contract gives residence hall officials the authority to consent to a search of a resident’s room or apartment by police or other government officials.

However, there are circumstances in which authorized persons using the approved procedures outlined below may enter a residential room or apartment. These special cases include law enforcement, custodial services, safety inspections, room repair and maintenance, emergency situations, and probable cause searches.

- Any law enforcement agency having jurisdiction may, in performing its statutory duties, conduct a search in accordance with legally defined procedures governing search and seizure.
- Authorized university custodial personnel may enter residents’ rooms or apartments to perform the routine custodial services provided as a part of a housing contract.
- Authorized university personnel performing safety inspections may enter a room or apartment to ensure that health, fire, and safety regulations are being maintained. Whenever possible, residents will be given at least 24-hour notice of these inspections.
- Authorized university maintenance personnel may enter a room to make improvements or repairs, to provide routine maintenance services, and to recover university-owned property.
- Whenever possible, residents will be given at least 24-hour notice.
- Authorized university personnel responding to an emergency may enter a room or apartment to protect a resident’s health and welfare or to make emergency repairs to prevent property damage.
- Authorized university officials may enter a room or apartment when there is probable cause to believe that violations of university or civil regulations are being committed and that a delay to procure a search warrant would endanger the health and safety of the residents, or result in the probable destruction of evidence. Probable cause means having reasonable grounds for suspicion, supported by circumstances sufficiently strong to justify a cautious person’s belief that a party is committing an illegal act.

ROOM ENTRY PROCEDURES

When the room(s) to be searched are occupied, probable cause searches will follow these guidelines:

1. No student room or apartment shall be entered without knocking, whether the door is locked, unlocked, or ajar.
2. The university official will identify himself or herself and state why entry is desired. If the door is closed, the official will then request that the door be opened.
3. If the door is not opened or the official is refused entry, the official will:
   a. knock again and restate personal identification and the reason for entry is desired;
   b. state the intention to use a passkey or code to enter if the door is not opened;
   c. wait at least two minutes to allow the occupant(s) sufficient time to awaken, dress, or decide rationally whether to allow entrance to the room or apartment and then, if necessary, use a passkey or code to enter; and
   d. state again, upon entering the room or apartment, the purpose of the entry or search, the fact that it is being conducted on the basis of probable cause, and the identity of the specific objects being sought.

Numbers 4 and 5 below apply whether or not the room or apartment to be searched is occupied at the time of the search.

4. Only items that are specifically prohibited or that pose an immediate danger to the health and safety of the residents will be removed from a student’s room without the express permission of the owner.

5. The university official conducting the search is free to seize illegal materials in “plain view,” but the extent of the search must be in keeping with the factual information upon which the probable cause for the search is found. If an extensive search is required (i.e., opening all drawers, luggage, and locked boxes) and the student has not given permission, the university should contact the IU Police Department for a search warrant.

All evidence seized during searches complying with the above regulations may be used in university disciplinary hearings for violations of the Code of Student Rights, Responsibilities, and Conduct; evidence seized in violation of the search standards may not be used. A student who believes this policy has been violated should report the incident to the Office of the Dean of Students.

Other members of the university staff may enter student rooms under the conditions described in the Indiana University Residence Hall Housing Contract. When authorized university personnel or their agents must enter a student’s room or apartment when no occupants are present, two staff members should be present, if possible. Students will be notified of such entries and the reasons for them upon their return. In all instances, such entries shall be made only for purposes listed above and in the contract.

STORAGE
Due to space and safety limitations, the residence halls do not provide storage. The only space you have available is your room.

TECHNOLOGY
As an IU student, you’ll likely use technology every day. University Information Technology Services (UITS) is here to help.

Want info about IU e-mail, wireless access, residence hall support, and more? Check out the “NU2IT” online resource guide at http://nu2it.iu.edu

NU2IT offers a broad overview of UITS tech support, covering topics such as passphrases, computing accounts, emergency notifications, software questions, and hardware recommendations.

The site also includes an orientation video, and short video tutorials on popular IT tools and resources such as IU Mobile, IUware, IU-Notify, IT Training, and Student Technology Centers.

You’ll also find links to UITS on Facebook (facebook.com/iu.uits) and Twitter (twitter.com/uitsnews), and to the UITS Student IT Ambassadors (ambassadors.uits.iu.edu) – the organization’s student leadership club.

WINDOW SCREENS
Window screens must be secured at all times. You may be charged for the replacement of unfastened, damaged, removed, or missing window screens from your room.

UNION STREET CENTER

ALCOHOL POLICY
Anyone who is 21 years of age or older may consume alcohol in their apartment. No one under 21 can consume alcohol anywhere in the complex. Consuming alcohol is never allowed in the public areas of the complex regardless of age. Refer to Indiana University Residence Hall Rules & Regulations at the end of this booklet for more information.

BUILDING & APARTMENT ACCESS
The entry doors to Cedar will be unlocked when the center desk is open. The entries to the other buildings will always be locked. Residents may enter any building at any time by swiping their UID card through a reader on the exterior doors. Residents in Cedar will have to swipe their card in a reader to access residential floors from the elevators.

Apartment entry doors will also be operated by a card reader. Locks on doors within an apartment will have a keypad requiring a 4- or 5-digit code. It is possible to set these doors to remain unlocked when the door is closed. Residents will receive their code at check in.

CLEANING SERVICES
Residents may sign up to have the bathroom cleaned twice a month by RPS Environmental Operations. Each service will include cleaning and disinfecting the toilet, shower, interior and exterior sinks, counter tops, and mirror. Generally, this service will be provided during the hours of 12 – 3 p.m. Residents will be notified in advance of their scheduled cleaning.

Monthly costs* for this service are:
- Single apartment with one bathroom: $35
- Two-person apartment with one bathroom: $35 ($17.50 charged to each resident)
- Four-person apartment with two bathrooms: $70 ($17.50 charged to each resident)
- See the center desk to sign up for this service.
- *Costs are subject to change.

COMMUNITY MANAGER STAFF
Community managers are upperclassmen, veteran RPS staff members who have served as a resident assistant or floor manager for at least one year. Each building of Union Street Center has a community manager. Their responsibilities include knowing each resident in the building; serving as a resource person; enforcing
university policies and regulations; mediating conflicts between residents; providing community social programs; and working with the center management team to advise student groups like the judicial board and student government.

DRAINS: STOPPED OR CLOGGED
Most of the time a plunger will open a stopped drain. Please do not try to clear a clogged drain with drain-cleaning chemicals. Members of our plumbing staff have been injured by these chemicals. Inform the staff if you have used a chemical drain cleaner and leave a note by the sink informing the plumbers that a chemical has been used in the drain.

EQUIPMENT & APPLIANCES
You are responsible for the proper care of the appliances and equipment in the apartment. All apartments are equipped with window coverings, which are flame retardant and should not be replaced or modified without prior authorization. No appliances or equipment may be removed from the apartment for storage or other purposes unless authorized in writing by the manager. Due to the potential for property damage, water beds are not permitted in the apartments.

GARBAGE DISPOSAL
When using the garbage disposal, leave the water on for 10 to 15 seconds after the grinding has ended to flush the drain. Do not place grease or hard fibrous waste, such as bones, fruit pits, corn husks, pea pods, celery, banana peels, etc., in the disposal. The disposal should be run at least once a week to prevent a clogged drain.

KITCHEN STOVE & MICROWAVE OVEN
Maintain the stove and microwave by wiping up spills as they occur and cleaning regularly. Always turn the stove top and oven off when not in use and when no one is in the apartment. Never leave cooking food unattended. Never use the stove, oven, or microwave as additional storage space.

HEATING & COOLING
Each apartment is equipped with one digital thermostat. Residents can adjust the fan speed.

HEALTH & SAFETY INSPECTIONS
Authorized university personnel may periodically conduct health and safety inspections of apartments. These inspections are done to keep the buildings free from fire hazards and pest infestations, and to survey maintenance needs. Repeated violations will be referred for judicial action. Notifications will be sent to your IUB e-mail account at least three (3) days before the scheduled inspection. Upon request, staff will work with you to make an appointment to perform the inspection.

MAINTENANCE & REPAIRS
RPS has staff available to respond to apartment housing needs. Please report all problems to the center desk as soon as they become apparent. After-hours emergencies (e.g., loss of water, heat, or electricity) or anything that poses a safety or security risk (including electrical hazards, flooding, clogged toilets, or broken glass) should be reported to the center desk. Other concerns or questions about issues such as pest control and the condition of equipment and appliances should be directed to the center desk during business hours.

TRASH REMOVAL
Residents are responsible for bagging trash and placing it into the appropriate bin outside the building. Please do not leave bags in hallways, stairwells, or on the ground. Burning trash is prohibited. If you have a medical condition requiring the use of hypodermic needles, do not dispose of the needles in the trash. The center desk can provide you a Sharps container for disposal of the needles. Return the full container to the center desk for disposal.

WASHERS
The washers in these apartments are front loading and operate differently than traditional machines. Please read the instructions in your apartment or online at http://www.rps.indiana.edu/onlinedocs.cfm before using.

ACADEMIC SUPPORT SERVICES

RESIDENTIAL EDUCATION CLASSROOM PROGRAM
A number of classes you probably are interested in are scheduled where you live – check them out with your Academic Advisor or on OneStart. With the exception of Eigenmann, all residence halls have one or more classrooms where more than 600 credit-bearing, university classes are taught during the academic year. Most classes are introductory courses that meet academic requirements for freshmen.

RESIDENTIAL FELLOWS PROGRAM
Residential fellows are faculty, staff, and community members who volunteer their time, friendship, and support to students in the learning communities. Their involvement ranges from meeting students over meals, to participating in formal and informal programs, to advising and mentoring students in the community.

COMMUNITY LIVING & SERVICES

ABANDONED PROPERTY & LIABILITY
Personal property remaining in the unit after you vacate or abandon the unit will be disposed of by IU. IU may dispose of all such personal property, without liability. You agree to pay all expenses incurred by IU for the disposal of your belongings if abandoned.

Indiana University does not assume responsibility for any loss to person(s) or personal property in the residence halls. It is recommended that you maintain adequate public liability insurance coverage and renter’s insurance coverage for your personal property. Damages and losses from a prohibited or restricted item or negligent behavior are the responsibility of the individual to whom the item belongs or who committed the negligent act. RPS will not be responsible for personal property left in student rooms after the assigned residents have moved out.
Bicycles
Bicycles are a great way to get around campus. After all, IU is famous for the Little 500! But if you have a bike, please remember to park in bike racks around the residence halls. Bikes may not be kept in hallways, stairways, or public areas inside the residence halls. All bicycles must be legally parked, registered with the university, and display a valid permit, or they can be confiscated. Contact Parking Operations, (812) 855-9848, for more information.

Center Desk
Each residence hall has a center desk where staff members provide information and several services to residence hall students. During the academic year when classes are in session, center desk hours are 8 a.m. - midnight on weekdays and 10 a.m. - midnight on weekends. Services and information available at each center desk include:
- parcel and mail delivery
- maintenance requests
- campus mail
- contacting staff
- temporary room keys
- event registration forms

Community Council
Within each residence hall, a group of university staff and students constitute the Community Council. A small budget is allocated to the Community Council for community development activities.
Community Council’s general objectives are to:
- meet the needs of the residents in the areas of food and housing services and student life;
- allow students to participate in decisions that will affect the quality of the community environment;
- facilitate understanding and working relationships between the professional staff and students;
- decentralize some decision making;
- provide greater opportunities to integrate residential learning with the formal academic process; and
- establish quiet hours during final exam periods.

Cooking
You are welcome to use the kitchenettes located throughout most residence halls to personally prepare your own meals and snacks. So that these kitchenettes may be enjoyed by all, residents who do not clean up after cooking or do not comply with other aspects of their Community Council’s cooking policy may lose their right to use cooking facilities and may be subject to university disciplinary action.

Copy Machines
Copy machines are located near the center desk in most residence halls and are operated through use of your CampusAccess account.

Damage to Public Areas
Refer to section N of the Residence Hall Rules & Regulations at the end of this booklet.

Environmental Operations
This is the group name for custodial service in your residence hall. Service is provided seven days a week and the staff is primarily responsible for maintaining the public areas of the buildings. This includes bathrooms, lobbies, hallways, stairwells, laundries, lounges, entries, and some other areas. Residents are responsible for cleaning their rooms. As members of the residence hall community, everyone shares responsibility for keeping the buildings in good condition.

Guests
See section A of Residence Hall Rules & Regulations in this booklet for more information.

Judicial Board (J-Board)
RHA Student Judicial Boards exist in every residence hall. There is also a centralized RHA Judicial Board. These student peer groups decide responsibility and sanctions for residents who violate IU or residence hall rules and regulations. Contact your residence hall’s student government office or center desk for more information. Some cases are conducted by a judicial officer instead of the J-board.

Laundry
Laundry rooms are in the basements of most residential buildings. All washers and dryers in the residence halls are operated by card readers. You may use your CampusAccess card to activate the machines. Money may be added to these cards at Value Transfer Stations (VTS).
Report any mechanical problems with washers or dryers to the center desk, where staff members can refund money when appropriate. If clothes are damaged during washing or drying, report the situation to your center desk, where staff members will contact the vendor. The vendor will then contact you regarding restitution. If a card reader is not working properly, contact Campus Card Services at (812) 855-8711.

Lost & Found
If you lose something, report it to the center desk. All found items should be turned in at the center desk, which will keep them for 30 days.
Other campus Lost & Found offices are located at Ballantine Hall (812-855-1372), the Indiana Memorial Union (812-856-6381), and the Jacobs School of Music (812-855-1613). After 30 days, lost items will be considered abandoned.

Maintenance Problems
Even though the maintenance staff provides routine and preventive service, unforeseeable problems do happen. Don’t try to make repairs yourself. Report any maintenance problems in your room or in public areas to your center desk. If the problem occurs after the center desk has closed, contact the RA or RPS staff member on duty. When a maintenance problem poses danger to residents or the risk of property damage, emergency maintenance will be contacted immediately to repair it. All other types of maintenance problems will be taken care of on a priority basis.

Pets
See item 12, section G of Residence Hall Rules & Regulations at the end of this booklet for more information.
POLITICAL CAMPAIGNING

Student Government—Candidates for student government office may, subject to residence hall election codes and residence hall Community Council policies, campaign in the residence halls. Policies concerning campaign activities are available from the Assistant Director for Student Involvement at (812) 855-1764.

Public Offices—Community Councils will develop policies concerning political campaigning by candidates for public office and similar activities that provide reasonable access to residential communities. Some general statements regarding political activity in the residence halls follow:

1. The student residence hall communities have the authority through Community Councils to establish reasonable conditions under which campaigning and related activity may occur.
2. Legitimate candidates, registrars, pollsters, and their representatives have the right to campaign door-to-door, subject to registration with Community Councils.
3. Candidates, registrars, and their representatives should contact the residence manager for information concerning policies and procedures in any individual residence hall. Get additional information from the Assistant Director for Student Involvement and the Residence Halls Association.

RECYCLING

All residence halls have a recycling program. We recycle paper, newspaper, household batteries, glass, plastics (#1 - 7), cans (aluminum, tin, and steel), and printer toner cartridges. Recycling containers can be found in floor lounges and center lobbies. All residence halls have a student environmentalist who is responsible for monitoring the program. If you would like more information or are interested in being involved, contact your residence hall student government (RHA).

RESIDENCE HALLS ASSOCIATION (RHA)

RHA is the student government body of the residence halls. All undergraduate students (except RPS staff members) living in the residence halls are members of RHA. As a member, each resident pays an activity fee to RHA and is entitled to apply for RHA leadership and employment positions. RHA has executive, legislative, and judicial branches at both the campus and individual residence hall levels. Hundreds of leadership positions are available. For more information, contact the student government office at your residence hall or visit the RHA website at http://sites.google.com/site/iurhawebsite/.

HOUSING MANAGERS, ASSISTANT RESIDENCE MANAGERS, & RESIDENCE COORDINATORS

The daily management of each residence hall is the responsibility of the managers who supervise the staff and direct the business operations. Managers promote community responsibility by maintaining ongoing contact with residents to deal with behavioral problems and to stay informed of residents’ views, needs, and issues. They also serve as liaisons between the residents and the RPS administrative staff.

RESIDENT ASSISTANT (RA)

Resident assistants are sophomores, juniors, seniors, or graduate students who live with students in the communities to which they are assigned. Their responsibilities include knowing each resident; serving as resource persons; familiarizing students with and enforcing university policies and regulations; mediating conflicts between residents; helping residents maintain an environment conducive to learning; and, as appropriate, assisting residents to improve study techniques and personal problem-solving skills. Willkie does not have RAs; each living unit there selects floor presidents (FP) to assist with managing the living environment. Union Street Center has community managers.

RESIDENTIAL TECHNOLOGY CENTERS (RTCs)

Residential Technology Centers (computers and printers) are managed by UITS Residential IT Services (RITS) and are available in every residence hall. The RTCs contain hardware and software identical to that in Student Technology Centers located throughout the campus. RTCs are staffed most afternoons and evenings. Further information is available at http://uits.iu.edu/.

There are a few simple rules for using the RTCs:

- A network ID and password are required to access the RTC computers. It is a violation of university policy to share your account and password with others.
- The RTC atmosphere should be quiet and conducive to academic studies.
- IU students have priority at all times.
- Game playing is prohibited at all times.

USE OF FACILITIES BY STUDENT GROUPS

Student groups can reserve public areas in the residence halls and outdoors next to the buildings. Here’s how:

1. Get an RPS Event Registration and Responsibility form from any center desk.
2. All events and activities held in a residence hall may be subject to Community Council policies and approval. For details, check with the center desk of the facility you wish to reserve.
3. Consult the facility’s dining manager or residence manager about food orders, special arrangements, and equipment needs.
4. Return the completed form to the facility’s dining manager or center secretary at least 14 days before the event.

VOTING IN PUBLIC ELECTIONS

One of the many choices that come with going away to college is where to vote. You may choose to vote at home (usually by absentee ballot) or register to vote in Bloomington and Monroe County. Groups often have on-campus voter registration drives, or you can call the Monroe County Voter Registration Office at (812) 349-2690 for more information.

DINING SERVICES

DINING MANAGER & ASSISTANT DINING MANAGER

Each dining facility has a manager who is responsible for its maintenance, cleanliness, employees, business, and daily operations. The manager is available to students to discuss dietary needs and other concerns. Managers also serve as a communication link between food advisory committees, RPS administration, RHA, and the Meal Planning Committee regarding events and menus. Under the supervision of the dining manager, the assistant managers plan and implement food orders, storage, preparation, presentation, and shift management. They also hire, train, and schedule student employees and full-time culinarians.
**SPECIAL EVENTS**
A Traditions Catering event coordinator is available to assist students, student groups, RPS staff, and Residential Fellows in planning small-scale events. Services include ordering and purchasing food and beverages, bartending for coffee and mocktail bars, and helping with parties or educational programs. An Event Registration and Responsibility form must be submitted to the manager at least 14 days before the event. Services may be paid with I-BUCKS (requires special arrangements), Student Organizational Account (SOA) funds, cash, credit, or university accounts. The event coordinator may be contacted at (812) 855-7397.

If your group elects not to use RPS Dining Services for an event in an RPS facility, approval from the director of RPS Dining Services is required. A group may elect to provide prepackaged, nonperishable items such as chips, beverages, and cookies. All other food sources must be approved by the IU Department of Environmental Health and Safety and by the director of RPS Dining Services. Contact RPS Dining Services at (812) 855-8530 for more information.

**TEMPORARY FOOD SERVICE PERMITS**
To help ensure the health and safety of everyone, all student organization events having food for distribution are subject to IU Department of Environmental Health and Safety standards. This means the food you serve must be prepared in an FDA-approved facility, not the kitchen on your floor or in your apartment. Visit the Student Activities Office, IMU 371, to get your Temporary Food Service Application form. It must be completed at least seven days before your event.

**SAFETY & SECURITY**

**ASBESTOS**
Because most Indiana University residence halls were built before 1980, some of their construction materials contain asbestos. Briscoe, Willkie, and Eigenmann have been renovated and are asbestos-free. Union Street Center and Rose are asbestos-free. Materials that contain asbestos include floor tiles, linoleum, pipe insulation, and ceilings. These materials present no danger unless they are damaged. Puncturing these materials could cause a release of harmful fibers. Please don’t insert nails, hooks, bottle caps, or do anything that would damage the material even slightly. If you notice any damage, please report it to your center desk.

**CAMPFIRES/BONFIRES**
Outdoor fires of any kind are not allowed without permission of university officials. Refer to section K, Fire Equipment and Safety, on page 32 for more information.

**DECORATIONS, DISPLAYS, & HAZARDOUS SUBSTANCES**
While we encourage you to personalize your living space, the safety of everyone in the residence halls must come first. Combustible materials used for decorations and displays present a serious fire hazard. To prevent fires:

1. Keep your room door free of flammable materials, particularly loose paper. Do not wrap or cover doors with flammable materials.
2. Do not prop open any fire doors.
3. Keep window surfaces at least 25 percent clear of all opaque materials (such as aluminum foil, posters, or signs) to assist firefighters in locating the source of any fire.
4. Leave hallway and exit lights on at all times.
5. Place no materials over exit signs, fire doors, smoke detectors, sprinklers, or electrical light fixtures, including those in student rooms.
6. Treat all inside decorations that use highly combustible materials with a flame-retardant solution. Displays and/or decorations of paper, dried vegetation, corrugated cardboard, or light plastics that cannot be effectively flame-proofed must be limited to outdoor use and must not be used within 25 feet of any building.
7. Use only insulated, heavy-duty cord, 14- or 12-gauge wire on GFI receptacles in setting up displays. Use no bare conductors.
8. Support all wiring properly, with insulated tacks or other approved hangers.
9. Do not block exits, hallways, circuit breaker panels, fire hose cabinets, or fire extinguishers with decorations or displays.
10. Do not store or use flammable liquids (with the exception of sealed containers not exceeding an eight-ounce capacity).
11. Use no halogen lamps or lights.
12. All window treatments (draperies or blinds) provided are flame retardant and should not be replaced without prior authorization.
13. Do not overload electrical circuits. Decorations must adhere to the standards applied to all electrical equipment and should not be left on when unattended.

**EMERGENCY PREPAREDNESS**
Each residence hall and apartment building on the IU Bloomington campus has emergency procedures for managing fires, tornadoes, bomb threats or explosions, releases of toxic substances, civil disturbances, and earthquakes. Staff members have been trained to direct and assist residents during these emergencies. All students must be familiar with the designated assembly areas for their residence halls. Students who do not evacuate to these assembly areas during an emergency may face university disciplinary action.

In the event of a bomb threat, explosion, release of a toxic substance, civil disturbance, or earthquake, staff will notify residents and direct them to a safe location. Also check the Bloomington Campus Emergency Preparedness website at www.iub.edu/~prepare/. You may register online to receive text alerts from the university.

**EMERGENCY TELEPHONES**
Telephones that can be used to call residents to get into the buildings or that can be used to get help in case of an emergency are immediately outside the main entrances to most residence halls and apartment buildings. To contact IUPD from these phones or any phone on campus, dial 9-911 or 911.

**FIRE EVACUATION PROCEDURES:**
Take all fire alarms seriously! The building must be evacuated immediately. See your Resident Assistant (RA), Community Manager at Union Street Center, or at Willkie see your FP, for specific fire evacuation instructions. Anyone discovering a fire should activate the nearest fire pull station and call 911 or 9-911.

1. Wear or gather clothing suitable for the weather.
2. Close and lock your room door.
3. Exit the building—in an orderly manner—through the nearest smoke-clear stairwell. Never use an elevator during an evacuation.
In order to better ensure the safety and security of our buildings and our residents, many outside entrances to our residence halls are monitored by video cameras. In rare cases video cameras will be used in other internal public areas if it is believed that they will help promote the safety of our residents.

**RULES & REGULATIONS**

**RESIDENCE HALL RULES & REGULATIONS**

Listed below are the rules and regulations that all contracted residents and their guests are expected to uphold when they choose to live in Indiana University residence halls. These standards are designed to create and maintain an environment of academic achievement, comfort, safety, and respect for all who live in and visit the residence halls. These standards are in addition to the university-wide standards expected of all Indiana University students as outlined in the Code of Student Rights, Responsibilities, and Conduct, hereafter referred to as the Code. Violations of the Code and/or these Residence Hall Rules & Regulations may result in university disciplinary action.

**A. ESCORT AND GUEST**

1. No person may enter a hall or living unit in which they do not live without an escort who is a resident of that hall or living unit. Guests of residents must be escorted at all times within the residence halls.

2. Residents may host guests overnight in the residence halls except during break periods or at the discretion of the management of the center. No more than two guests per resident are allowed to stay overnight in a room. Hosts must receive permission from all roommates and suitemates in order to have an overnight guest, and it is the responsibility of the host to register the guest. Guest registration procedures can be obtained by contacting the center desk or at http://go.iu.edu/D6.

3. Residents are allowed to have guests in their rooms. Under all circumstances and at all times, the privacy of a roommate takes priority over a guest. Guests may not stay for more than four consecutive days in the residence halls, nor more than once per semester. The residence manager of the center must grant any exception to this and the decision should be made in consultation with the roommate.

4. Residents are responsible for the behavior of their guests while guests are on residence hall grounds and can be held accountable through the judicial system for the actions of their guests. Center management reserves the right to ban a guest’s presence in the center if his or her behavior creates a disturbance to other residents or center staff.

5. Unless otherwise approved by the residence manager and designated with signage, floor restrooms designed for simultaneous use by multiple persons are to be used only by the gender(s) designated for that restroom.

**B. QUIET AND COURTESY HOURS**

1. Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or lounge. Residents are expected to demonstrate courtesy and consideration toward others at all times and, if asked to respect this right, are expected to comply immediately.
2. For all units except academic communities, quiet hours will be Sunday through Thursday, 10 p.m. - 9 a.m.; Friday and Saturday, 2 - 10 a.m.
3. For academic communities, quiet hours will be Sunday through Thursday, 8 p.m. - 9 a.m.; Friday and Saturday, 2 - 10 a.m.
4. During final examination periods, 24-hour quiet hours may be in effect.

C. RESIDENCY POLICY
All first-year students at Indiana University are required to comply with the conditions of the residency policy approved by the Board of Trustees. Additional details on page 21 and on the RPS website at: www.rps.indiana.edu/resrequire.cfml.

D. ACTIVITIES RESULTING IN DISTURBANCE, DISTRESS, OR DAMAGE
1. Individual or group activities that result in distress or disturbance to others are prohibited. Individual or group activities that can cause damage or destruction to property are also prohibited. Types of behavior that fall into this category include but are not limited to hall sports, hallway disruptions, unsanitary conditions, pranks, use of water guns, and placing trash in public areas.
2. Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.
3. Writing offensive and/or inappropriate language or symbols on dry erase boards, walks, or other areas frequented by the public is prohibited.
4. Gambling or the behavior resulting from gambling that results in disruption to the residence hall community is prohibited.

E. ROOM RESPONSIBILITY
1. Residents are responsible for any activities, policy violations, or damages that occur in rooms to which they have been assigned when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damage occurred. This includes activities, policy violations, or damages caused by guests of residents.
2. Residents or guests who are present on residence hall grounds 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 area upon discovering the violation(s).
3. Painting or furniture modification, including the possession of public-area furniture in individual rooms, is prohibited. A user/relocation fee of $5 per day or $25, whichever is greater, may be assessed for the unauthorized moving of furniture.
4. Personal furniture and other belongings are prohibited from being stored in public areas.
5. Modification of wiring or permanent alteration to the structure of the room within a hall or living unit is prohibited.
6. Window screens must be secured at all times. Residents may be charged a replacement fee.
7. Window surfaces must be kept 25 percent clear of all opaque materials, such as aluminum foil, posters, or signs. All window treatments (draperies and blinds) provided are flame retardant and should not be replaced without prior authorization.
8. Room doors must be kept free of flammable materials, particularly loose paper. Doors should not be wrapped or covered with flammable materials.
9. Displays and/or decorations of paper, dried vegetation, corrugated cardboard, cloth, or light plastics that are determined to be a fire hazard are prohibited.
10. Electrical outlets must be appropriately used, and electronic equipment (computers, stereos, televisions, hair dryers, etc.) must not overload circuits, be left unattended, or be improperly wired to create a safety hazard.
11. Residents must not operate a commercial business from their rooms or from any part of the residence halls.
12. Decorations must not overload electrical circuits and, if appropriate, must be fireproofed in accordance with environmental health and safety standards.
13. Residents must have proper administrative approval to move from their assigned residence hall room to another residence hall room.
14. Roommate, suitemate, apartment co-resident, and community agreements shall not be violated.
15. Occupying residence hall space outside the contract period is prohibited. This includes failure to vacate the residence halls when they are closed.
16. Residents who are living alone in a double room and have not been approved to have the room as a “double as a single” will be expected to keep the uninhabited part of the room clear so that the room is ready for another resident to move in at any time.
17. Lofting or bunking of beds must be done in compliance with Residential Programs and Services policy, which can be obtained at each center desk.

F. KEYS AND KEY CARDS
1. All residence hall room keys and key cards, including university IDs, are the property of Indiana University and may not be loaned or duplicated by residents.
2. Lost keys or key cards must be reported immediately to residence hall staff. Found keys or key cards, including university IDs, must be given immediately to residence hall staff at the center desk.
3. Residents must return room keys or temporary key cards upon checking out of the residence hall. Failure to do so could result in a monetary charge.
4. Residents are expected to be responsible for their keys or key cards, including university IDs, 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.

G. PROHIBITED AND RESTRICTED ITEMS
For health, safety, and insurance liability reasons, residents are prohibited from having the following items in their rooms:
1. Combustible liquids and other similar materials, except for sealed containers not exceeding eight-ounce capacity.
2. Open-coil appliances and heaters, including, but not limited to, immersion coils, pottery water-warmers, toaster ovens, stoves and camping stoves, hot plates, charcoal, propane or indoor grills, exposed burners (including popcorn poppers without self-contained heating units), and power tools.
3. Fire/open flame materials or high-heat producing devices, including, but not limited to, burning candles, incense and incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal and propane grills, sun lamps, and tanning beds.
4. Smoking devices such as hookahs, pipes, etc.
5. Antennas, satellite dishes, or wires extending outside room windows.
6. Portable dishwashers, air conditioners, full-sized refrigerators, and washing machines and dryers (unless these items are provided by ore pre-approved by RPS as part of the room furniture).
7. Waterbeds, portable pools, or portable hot tubs.
8. Firearms or other weapons, per the Code.
9. Alcoholic beverages, per the Code.
10. Illegal drugs, per the Code.
11. Mopeds, motorcycles, and other similar vehicles. Bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.
12. Animals, including birds, laboratory specimens, and guests’ pets are not permitted. Fish that are kept in water tanks are permitted. Service animals must be approved through the Office of Disability Services for Students and you must notify the residence manager.
13. All containers of alcohol are prohibited, even if the containers are empty. This includes liquor bottles or beer cans displays that are meant to be decorative. The exception to this rule is in rooms where students are allowed to possess alcohol. This list of prohibited items is not meant to be all-inclusive. Items that management considers to be potentially dangerous are not allowed in the residence halls.

H. RIGHTS AND FREEDOMS
1. Actions that infringe generally upon the rights and freedoms of other students are prohibited, regardless of the intention behind the actions. Such actions include, but are not limited to, harassment, intimidation, discrimination, coercion, and threats communicated in any form (including via technology such as text message, social media websites, telephone, etc.).
2. Harassment based on color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran’s status, as listed in the Code, are prohibited.

I. SMOKING
Smoking is prohibited inside all residence halls and on Indiana University owned or leased property except in designated outdoor areas.

J. SELLING AND SOLICITING
Door-to-door sales or solicitation in the residence halls is not permitted. Resident and student organizations registered with the university may obtain permission to sell merchandise or services in the public areas of the residence halls. Such activities must conform to other residence hall policies, standards established by the IU Department of Environmental Health and Safety, and university contracts with private vendors or suppliers.

K. FIRE EQUIPMENT AND SAFETY
1. Tampering with or altering the function of any firefighting equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems, is prohibited.
2. Propping fire doors or outside doors of residence halls is prohibited.
3. Unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices, and dining halls, is prohibited.
4. Failing to vacate the residence hall when directed to do so by residence hall staff, emergency staff, or the sounding of a fire/smoke alarm is prohibited.
5. Improper use of kitchen/cooking facilities is prohibited.
6. Throwing items or shining lasers from residence hall windows is prohibited.
7. Blocking hallways and doors with personal items is prohibited.
8. Bonfires or campfires are prohibited on residence hall property unless specifically authorized. To obtain information and permits visit www.indiana.edu/~riskmgmt/.

L. DINING HALL
1. Misuse of a university ID card being used for dining hall privileges is prohibited. ID cards are not to be used by anyone other than the ID card owner.
2. Reusable tableware (china, glass, silverware, and trays) are not to be removed from the dining area without permission of a dining supervisor.
3. Nothing is to be thrown anywhere in the dining area.
4. Patrons are to remove their trays, table service, and/or trash to the designated areas.

M. STUDENT GOVERNMENT PROPERTY
Individual students or subdivisions of residence hall student government are expected to return borrowed student government property at the prescribed time. Student government property is to be returned in an undamaged condition.

N. UNIT DISCIPLINARY ACTION
1. Damage to public areas and furnishings within a residence hall is considered to be the responsibility of the residents of that building, unit, or floor. If individuals responsible for damage cannot be identified, the residents of the building, unit, or floor will become collectively responsible for the cost of repair and/or replacement. The management of the residence hall will inform the unit of the situation and give community members an opportunity to identify responsible individuals before billing the entire unit.
2. In situations where the damages are extreme or repetitive and/or the unit is severely disruptive, the building, floor, or unit may be referred to the Residence Hall Association Judicial Board in order to be considered for further sanctions which can include the unit being disbanded and the residents reassigned to other residence halls.

O. ALCOHOL USE – WILLKIE & UNION STREET CENTER
Because many residents of Willkie and Union Street Center are 21 years of age or older, the university recognizes the need to give special consideration to possession and consumption of alcoholic beverages. All residents of Willkie and Union Street Center are expected to be aware of, to understand, and to follow Indiana alcoholic beverage laws, federal statutes about alcoholic beverages, the Code, State Board of Accounts regulations concerning student government organization accounts, and the policies of Willkie and Union Street Center.

The following rules apply to those who possess or consume alcoholic beverages in Willkie and Union Street Center.
1. Persons under the age of 21 are not permitted to possess or consume alcoholic beverages.
2. In Willkie and Union Street Center, responsible possession and consumption of alcoholic beverages is 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. Beer contained in any form of “keg” is prohibited in rooms or apartments.
4. Possession of open containers of alcoholic beverages and consumption of alcoholic beverages is not permitted in the centers public areas, which include but are not limited to hallways, elevators, lobbies, stairwells, laundry rooms, libraries, restrooms, weight rooms, computer rooms, or photography rooms.