

**RULES AND REGULATIONS FOR BROMLEY HALL RESIDENTS**  
*(in alphabetical order)*

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## **RULES AND REGULATIONS (ALPHABETICALLY)**

### **ALCOHOL POLICY**

Because the vast majority of residents are under 21 years old, it is important that all residents understand the rules and policies of the University and Illinois state law regarding alcoholic beverages and the way in which the Residence Life Staff and Resident Director will enforce these rules and policies.

1. It is a violation of state law for a person less than 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished, or given to any minor.
2. Bromley Hall's Alcohol Policy states that REGARDLESS OF AGE, no alcoholic beverages of any type are permitted anywhere within Bromley Hall. Anyone found in the presence of alcohol, whether participating in illegal consumption or not, will be referred to the University of Illinois for judicial hearings where your academic status may be jeopardized. Repeat offenses will NOT be tolerated and residents will be removed from Bromley Hall.
3. If residents are in a room and open containers of alcohol are present in the room, regardless of guilt or innocence, appropriate charges will be filed against all the residents in the room.
4. Any party or gathering at which the rules and policies regarding alcoholic beverages have been violated will be terminated and those students in violation will be referred to the Resident Director, the Office of Judicial Affairs, and/or the Champaign Police.
5. Residents will be held responsible for activities that occur in their rooms, and will be referred to the Head Resident Advisor, the Office of Judicial Affairs, and/or the Champaign Police, if guests are in violation of the alcohol policies.
6. It is the responsibility of residents living in Bromley Hall to maintain the spirit and letter of the above policies. It is the responsibility of the Residence Life Staff to assist residents in this regard and to deal with alleged violations when they occur.
7. It is the responsibility of the Champaign Police to enforce the criminal laws of Illinois. In the event of involvement of the Champaign Police, civil or criminal prosecution, as well as University disciplinary action may result.

8. Failure to comply with the direction of or to present identification to the Residence Life Staff acting in the performance of their duties is a violation of Bromley Hall's Code of Conduct.
9. Supplying false information, such as name, age, etc., to the Residence Life Staff who are acting in the performance of their duties is a violation of Bromley Hall Rules and Regulations.
10. Violation of the above policies will result in referral to the Resident Director, the Office of Judicial Affairs, and/or the Champaign Police.

### **BICYCLES AND SKATES**

Bicycles should be stored in the bicycle racks located outside of Bromley Hall. **YOU ARE NOT ALLOWED TO CHAIN YOUR BICYCLE TO ANY FENCE.** With your roommate's permission, you may store your bicycle in your room. Bicycles are not permitted in lounges, laundries, hallways, bathrooms, dining room, or other public areas. You will be held responsible for damages caused by your bicycle. Bromley Hall is not responsible for loss, theft, damage, etc. to your bicycle.

In-line skates are prohibited inside Bromley Hall.

### **BOARD (FOOD SERVICES)**

A professional catering company, Tice Food Service Corporation, provides Bromley Hall residents some of the finest food on campus. They serve three meals per day Monday through Friday and brunch and dinner on Saturday and Sunday.

#### **1. Board Plans**

Our food service program consists of two board plans from which residents can choose.

**All Meals Served:** This Plan allows a resident to enter the dining room one time at each meal offered every day the food service is in operation.

**Two Meals Per Day:** This Plan allows a resident to enter the dining room twice a day (i.e., for breakfast and lunch, lunch and dinner, or breakfast and dinner) every day the food service is in operation.

All Meals are served in the Bromley Hall dining room located on the first floor. There are a variety of choices at every meal, including two/three main entrees, side dishes, soup/salad bar, and desserts. Meals are available every day during the Academic Year on those days when classes are in session, beginning with the first day of class and ending on the last day of examinations each semester.

Meals are not provided on days the University is closed or during registration periods prior to each semester.

## 2. **Changing Board Plans**

Bromley Hall residents can change their board plans up to the first day of classes for each semester. Residents must submit the change request in writing to the Bromley Hall Business Office before the semester begins.

## 3. **Bromley Hall ID Card**

Your Bromley Hall ID Card is also your Board Plan Card. Your ID card must be presented when entering the dining room at all times and to gain access to other Bromley Hall services and facilities. Replacement cards cost \$25.

## 4. **Transfer of Board Plan to Another Resident Is Not Allowed**

The Board Plan cannot be transferred or assigned to another resident or guest. Only the resident to whom the card is issued may use the Bromley Hall ID card.

## 5. **Removing Food or Unauthorized Entry into the Dining Room**

Carryout food is limited to one piece of hand fruit (i.e. apple, orange, banana, peach) and one ice cream cone only. Removing additional food or beverages from the dining room will be considered theft. Theft in the dining room is a serious issue that will result in disciplinary action. The Food Service reserves the right to examine residents' backpacks or bags when exiting the dining room.

## 6. **Dining Room Safety**

Wearing shoes or other protective footwear in the dining room is mandatory. Rowdy or unruly conduct is never permitted in the dining room. Your meal card can be suspended indefinitely for such behavior.

## 7. **Meals During Illness**

If you are ill and unable to consume your meals in the dining room, a roommate or another resident may obtain a sick tray form from your Resident Advisor. This form can be presented to the dining room door checker and the line server in order to obtain the sick tray.

## 8. **Special Diets**

It is not possible to provide specific menus for special diets in the dining room. A resident with special requirements (religious, medical, personal dietary preference, etc.) that cannot be fulfilled by individual selection from the multiple-choice menu offered in the Bromley Hall dining room should not submit a contract to live in Bromley Hall.

## 9. **Additional Meals Card**

Those residents who would like to purchase additional meals over and above those provided by their Board Plan for themselves and/or their guests, Bromley Hall offers specially discounted "Optional Meals" punch cards. Residents simply present their Optional Meals punch card to the dining room supervisor on those occasions they want to eat extra meals and/or bring in guests to join them in the Bromley Hall dining room. They will punch (deduct) meals from the card as needed. These cards can be purchased through the Business Office.

## **CHECKING INTO BROMLEY HALL**

### 1. **Room Condition Check-list**

When you move into Bromley Hall, there will be a Room Condition Checklist in your room that you should complete as soon as all the roommates have moved in. The Bromley Hall Maintenance Staff will have conducted a room inspection to determine whether there are damages to the room before you and/or your roommate(s) arrive. All residents must sign the checklist. Once the checklist has been completed, return it to your Resident Advisor. If your checklist is not returned by the first day of classes, the condition of the room will be assumed to be in perfectly satisfactory condition.

### 2. **Room Key/TV Lounge Key**

A room key and TV lounge key will be issued when you check into Bromley Hall. Residents should carry their keys with them at all times. If you lose your room key or TV lounge key, fill out a Maintenance Request at the main desk and a key will be made for you at a cost of \$15 per key. If it is necessary to change your door lock, it will cost \$100 to replace it.

## **CHECKING OUT OF BROMLEY HALL**

### 1. **Room Inspections**

All rooms, regardless of the date or circumstances, should be clean and in good condition at the time of

check out. It is your responsibility to contact your Resident Advisor regarding your check out date and establish a time when the room can be inspected before you leave. At the end of the Academic Year, or any other time you make a room change, Bromley Hall Staff must inspect your room.

To properly check out, remove all belongings from your room, clean the room and empty the wastebasket before your Resident Advisor inspects the room. After your room has been inspected go to the Main Desk in the Lobby and check out by turning in your two keys, Bromley ID card and laundry card. Keys not returned will result in a charge to your account. If you leave any items in your room, such items will be discarded without any further notice.

## 2. End of Fall Semester

If you are living in the same room spring semester, it is not necessary to remove personal belongings during the break period unless you want to take them home. If you are not returning to Bromley Hall for spring semester, you are required to remove all belongings from your room, clean the room, have the room inspected by your Resident Advisor, and turn in your keys, Bromley ID and forwarding address to the Front Desk before departing at the end of the semester.

## COMMERCIAL ENTERPRISES

The use of Bromley Hall facilities and/or property for commercial sales activities by individuals or non-University organizations is prohibited. University organizations, within the limitations established by this policy and other University regulations, and with the General Manager's approval, may sell materials to support the purposes of their organization.

## DAMAGE TO BROMLEY HALL

**Liability Policy:** Residents are responsible for the condition of their room and furnishings and for any damages or losses that may occur during their occupancy. If a resident is identified as being responsible for damage, theft, or losses in common areas of the building (such as corridors, elevators, stairwells, recreation rooms, dining room, study rooms, bathrooms, laundry rooms, work rooms, and lounges), they will be billed for the cost of repair or replacement. Amounts billed are additional charges under the Bromley Hall Room and Board Agreement.

All residents will be held collectively responsible for damages, theft, or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified.

*Bc AY2010-2011 Rules & Regulations*

The dates for assessment of damages, theft, or loss, and occupancy shall be inclusive from the date of check-in to the date residents properly check out of the room.

Residents are not permitted to make damage repairs or arrange for them to be made. In an emergency, the Maintenance Staff, Resident Director or General Manager should be contacted. They can be reached via the main desk at Bromley Hall by dialing zero on your Bromley room telephone or by calling 217-384-6100.

## DECORATIONS/DISPLAYS FOR ROOMS

It is not permitted to hang anything on the sprinkler system pipes, etc. Darts and dartboards are not permitted. The use of sticky tack, tape, adhesives, putty, glue, paste, staples, screws, etc. on walls, furniture, doors or other woodwork or glass are not permitted. Residents may use straight pins to hang posters. No painting or papering of rooms or furniture is permitted. Bromley Hall Management reserves the right to remove any decoration/display deemed inappropriate within plain sight of public view.

Residents may decorate the surface of their room door facing the corridor, provided that it is done according to the guidelines that follow. Adhering to these guidelines will prevent doors from unusually harsh wear, eliminate potential fire hazards, and assure free movement/access in the corridor.

1. Decorations may be placed on the door facing the corridor using "sticky tack".
2. No decals or stickers are permitted.
3. All memo boards, pictures, signs, and posters must be unframed.
4. Non-flammable materials should be used.
5. All room/door decorations must be removed prior to the resident being checked out of his/her room.

Damages to the doors as well as any extra cleaning required will be the responsibility of the residents and may result in a charge to the resident's account. Bromley Hall Maintenance Staff will determine the nature and extent of all damages to be charged to residents' accounts.

## ELECTRICAL APPLIANCES

The following electrical appliances are authorized for use in your room as long as the Underwriter's Laboratories, Inc., (UL) label is on the appliance: televisions, answering machines, stereo component systems, clocks, fans, irons, personal computers and electronic games.

The only cooking permitted in your room at Bromley Hall is that which can be done using the Microfridge (combination microwave/freezer/refrigerator unit) provided by Bromley Hall in each room.

The following appliances are specifically prohibited: hotplates, toasters, torchere style (floor standing) halogen lamps and lights, immersion heaters, space heaters, heating coils, ovens, indoor and outdoor grills, personal microwave ovens, and personal refrigerators.

If the use of multiple outlets is needed, a grounded 15 amp surge-protected plug-in strip with built-in circuit breaker should be used. Air conditioners and ceiling fans are not allowed in residents' rooms.

If unapproved appliances are observed in a room, you will be asked to remove them from the building. In case of delayed compliance, Bromley Hall reserves the right to have the items removed and discarded without notice.

## **FITNESS CLUB**

Bromley Hall has a private fitness club and swimming pool available for residents' use. Residents use their Bromley Hall ID to gain access to the swimming pool and club to use the equipment and facilities therein with the expressed understanding that in the event of an emergency no assistance may be available. Furthermore, residents accept full responsibility for the use of the swimming pool and fitness club and any and all equipment, apparatus, free weights and any other related fitness club equipment or services whatsoever owned and provided by Bromley Hall and agree to hold its owners, directors, officers, representatives and agents harmless from any and all loss, injury, damage, or liability sustained, or incurred by the resident resulting therefrom. Parental consent is required for residents under the age of 18 to use the fitness club. Residents and parents hereby acknowledge and consent to Bromley Hall's use of video recording system to record residents' actions in many public areas in Bromley Hall, including the fitness club. Residents who refuse to abide by the rules and regulations established for the fitness club are not permitted to use the fitness club without first agreeing to them.

Due to noise and the potential for damage to floors, weightlifting equipment is not permitted in the residents' rooms at Bromley Hall.

## **FOOD SERVICE (See BOARD)**

## **FURNITURE AND FURNISHINGS**

Bromley Hall provides residents with a regular twin size bed, mattress, desk and desk chair, dresser and window

treatments for their room. Do not remove furniture or furnishings from your room.

## **Lofts/Bunk beds Guidelines**

**(Must be free-standing, cannot be attached to walls)**

- The top of the uncompressed mattress must be a minimum of thirty (30) inches from the ceiling. The ceilings in Bromley Hall are 8 foot ceilings.
- A loft may not be larger than the length of the mattress plus frame dimension by forty-eight (48) inches.
- The top of the uncompressed mattress must be a maximum of seventy-two (72) inches from the floor.
- Lofts must be accessed by means of a ladder or steps permanently attached to the loft.
- All beds must be accessible by not less than a floor to ceiling opening as wide as the long side of the loft or bed. Beds and sleeping areas must not be concealed in any way that will hinder emergency responders from locating occupants.
- Combustible materials (including but not limited to: posters, curtains, paneling, etc.) may not surround or be attached to the loft. Fire resistant material that is approved by an independent testing company may be allowed.
- Only listed low voltage or fluorescent lighting fixtures installed to prevent contact with bedding may be attached to a loft, as approved by the code official. Halogen fixtures of any type are not approved.
- Lofts must not obstruct sprinkler heads or interfere with proper sprinkler coverage. Additional sprinkler coverage may be required if the platform short dimension is greater than 48 inches.
- The minimum distance between parallel lofts/bunks (maximum one bed length) is twenty-four (24) inches. A minimum thirty-six (36) inches wide clear path of travel to the room door must be maintained.
- Lofts and other furniture in the room must not obstruct access to or operation of windows and doors. Doors must be able to fully open. A minimum of thirty (30) inches of clear space must be maintained in front of required egress windows.

A charge will be assigned for removal of items left behind after check-out.

Because of the excessive weight and potential for damage, liquid-filled beds and other liquid-filled furniture are not permitted.

It is the resident's responsibility to provide his/her own blankets, bed linen, and bedspreads. Residents also furnish their own personal supplies, toilet paper, etc.

## **GUESTS OF BROMLEY HALL RESIDENTS**

1. Bromley Hall is intended for use by residents of the building and their guests. A guest is defined as a person visiting a resident of Bromley Hall at the resident's invitation. Delivery persons are not considered to be guests for purposes of this policy.
2. In order to ease congestion of the move-in period and to allow roommates the opportunity to get to know each other and get settled in, no overnight guests will be allowed in Bromley Hall during the first week of classes.
3. The following policy stipulations relate to all guests:
  - (a) It is the responsibility of the host resident to ensure that he/she is aware of Bromley Hall Guest policies. Guests are held responsible for their own actions and for knowledge of regulations; however, the resident is also responsible for the actions of their guests and held accountable for any damages committed by his/her guest.
  - (b) Residents are permitted to have guests in their rooms ONLY if there is no objection from their roommate(s). Residents are permitted to have overnight guests for a maximum of three consecutive nights. All guests are required to register at the Front Desk in the lobby and present positive identification. Bromley Hall reserves the right to revoke these guest privileges for any guests that fails to register at the Front Desk. Guests may not move from one host's room to another in order to extend their stay in Bromley Hall.
  - (c) Room keys or access cards will not be provided for guests. Residents are not to give their keys or Bromley ID to guests in order for them to have access to their room, gain entrance to the building or dining room and/or use any of the facilities and services available in Bromley Hall.
  - (d) Only residents and their invited guests are permitted in the living areas of the building, i.e., locations other than the lobby and which include individual room and floor lounges. Individuals found in the building who are not residents or guests of residents are considered to be trespassing.
  - (e) After daily business hours, all guests must be escorted by a resident of the building at all times. A staff member may confront individuals if they are not recognized as a resident of Bromley Hall

and/or a resident of Bromley Hall is not escorting them and asked to leave the building.

Bromley Hall reserves the right to review, modify, and for cause, suspend guest privileges at any time.

## **HOLIDAY AND SEMESTER BREAKS CLOSING SCHEDULE**

Bromley Hall is open during all times that the University of Illinois is in session and is closed during the University's official "break" periods including Thanksgiving vacation, semester break during December and January, and spring vacation. Important opening and closing dates for Bromley Hall will be published in monthly newsletters and posted around the building. Residents are not permitted to stay in Bromley Hall during closed periods.

## **HOUSEKEEPING SERVICES**

Bromley Hall Housekeeping Staff will clean the public areas on your floor and your room and bathroom regularly. The housekeepers will set up schedules for cleaning residents' rooms after move in and clean your room and bathroom every other week. Housekeepers do not pick up or move residents' personal items while cleaning; therefore, residents are expected to maintain their room in an orderly and sanitary condition.

Residents are requested to take their own trash to the trash room, located just across from the "28" room on their floor. Our Custodial Staff will pick up trash from these rooms on a regular basis.

Day-to-day housekeeping is each resident's responsibility. Depending upon how Housekeeping Staff and others are affected by the persistence of disorderly and unsanitary conditions in your room, Bromley Hall reserves the right to cancel your housekeeping service for your room.

## **MUSICAL INSTRUMENTS**

You are permitted to play musical instruments in your room as long as it does not disturb other residents. There is also a small music room located in the basement that residents can use.

## **PARKING**

A limited number of parking spaces are available to be leased by our residents. A lottery to determine who can use a space is conducted the first week of classes. All automobile parking spaces in the Bromley Hall lot are rented and reserved 24 hours a day. Illegally and improperly parked cars will be towed away at the car owner's expense without any notice. Do not make the mistake of parking in a space for just a few minutes.

Illegally parked cars will be towed as soon as they are discovered.

## **PETS**

For sanitation and safety purposes, animals and/or laboratory specimens may not be kept in Bromley Hall for any period of time.

## **PLAY AREAS**

There are designated areas on campus for baseball, football, soccer, golf, tennis, volleyball, basketball, catch, etc. For the safety of others and for the preservation of lawns and shrubs, please do not use the lawns, alleyways, or walkways at Bromley Hall for these activities.

## **"QUIET HOURS" POLICY**

In order to support the academic mission of our residents, Bromley Hall has a strict policy regarding noise and quiet hours. It is important that residents understand that Bromley Hall must be a place conducive to studying and sleeping. The Resident Advisor on each floor will hold a floor meeting at the beginning of the Academic Year at which time the residents vote on the designated times for studying. These times are called "quiet hours." During quiet hours, no noise in any room should be audible outside the room. Quiet hours are to be enforced by the residents with assistance from Residence Life Staff members in problem situations. Always be considerate of others and comply with any request to be quiet. Not following the "Quiet Hours" policy can result in disciplinary action.

## **REPAIRS AND MAINTENANCE**

If you have maintenance needs, problems, or questions regarding your room please fill out a Maintenance Request Form at the Main Desk located in the front lobby. One form should be completed for each maintenance item. Please include your name/room number on the Maintenance Request Form.

If you have requested a repair to an item in your room, you can expect this repair to be completed between the hours of 9:00 AM and 4:00 PM, Monday through Friday. Maintenance personnel may enter your room to perform preventative maintenance, needed repairs identified during a room inspection, or an emergency repair.

## **ROOM CHANGES**

All room changes must be approved by the General Manager before the resident changes rooms. Such approval must be in the form of a Room & Board Agreement Amendment. It is the resident's responsibility  
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to go to the Business Office and sign a Room & Board Agreement Amendment to change the resident's room accommodations.

### **1. Emergency Room Change**

An emergency room change will be arranged only when all other options to resolve differences between roommates have been thoroughly explored. You must discuss your need for a change in room with your Resident Advisor and possibly the Resident Director. If our staff member determines that an emergency exists, the Business Office will be contacted to see if there is space available. Bromley Hall specifically reserves the option to change a resident's room assignment if such change appears to be necessary or appropriate for the welfare, comfort or convenience of the other residents of Bromley Hall.

### **2. Room Change for Spring Semester**

If you are interested in changing your room assignment for the spring semester, you may check with the Business Office to see if there will be any spaces available for spring semester during the last week of November and the first week of December.

### **3. Roommate(s) Consolidations**

Bromley Hall specifically reserves the right to consolidate residents with a vacancy in their room with another resident room with a vacancy. Rooms that house fewer residents than the number for which they are designated will cost each remaining resident an additional fee equivalent to a proportionate share of the room amount due for the unoccupied space.

## **ROOM INSPECTIONS**

A room inspection is not a room search. Residents' rooms are inspected throughout the semester and semester breaks and at the time of check-out. These inspections are conducted by your Resident Advisor, maintenance staff, and other Bromley Hall staff to: 1) evaluate the condition of the room and furnishings; 2) identify needed maintenance and repairs; and 3) check for fire and safety hazards. If damages are noted, you will be charged for the cost of repairs or replacement. Should Bromley Hall's inspector observe the presence of unauthorized appliances or items in the room or notice objects attached to the facilities in an unapproved manner, these issues will be reported to the Resident Director. As soon as your Resident Advisor brings these issues to your attention, you are expected to correct the improper situation immediately. If you do not comply by correcting the situation, Bromley Hall reserves the right to

have the items removed and discarded. Bromley Hall will not be responsible for discarded items.

## **ROOM SEARCHES**

1. There are no routine room searches. A room search is conducted only when there is strong reason to believe that the occupant(s) of the room are in serious physical or psychological distress or that the room contains items that are contrary to University regulations (which include federal, state, and local laws).
2. The Resident Director will make the determination as to whether a search is warranted. Searches are usually conducted by the Residence Life Staff in your presence. Only in unusual cases would the room be searched in your absence.
3. When it is necessary for a Bromley Hall Staff member to search a room, the search will be performed according to constitutional and criminal procedure. If a police officer is present during a room search and observes articles in plain view from a location where he or she has the right to be, the officer has not conducted an unlawful search. Any items seized will be taken (as authorized by law) and inventoried, and a receipt listing each article will be given to the owner or left in the room.

## **SAFETY & SECURITY**

### **1. Candles**

For the safety of all Bromley Hall residents, candles, incense, and other flame-emitting items are prohibited in Bromley Hall.

### **2. Explosives, Firearms, Weapons**

Possessing, carrying, or using any explosive, firearm or weapon is prohibited in Bromley Hall. Prohibited items include, but are not limited to, firearms (such as pistols, rifles, shotguns, BB guns, paintball guns, or ammunition), bows and arrows, handbillies, dirk knives, razors, switchblades, other dangerous knives, explosives, chemicals, and martial arts equipment. Illinois law prohibits the possession or use of fireworks.

### **3. Fire Drills**

To comply with state and local fire regulations, fire drills may be conducted in Bromley Hall at the suggestion/ recommendation of the Fire Department. Whenever the fire alarm is sounded, everyone present in the building must evacuate the building. Fire alarms are signaled by a number of loud bells,

which sound throughout the building. If these bells sound, residents should exit immediately by way of either set of fire stairs to the back parking lot. DO NOT USE THE ELEVATORS. Residents should take a coat and should wear hard soled shoes when exiting. Leave room doors locked during alarms. Do not re-enter building until the "All Clear" notice is give by the Fire Department.

### **4. Fire Equipment**

Fire safety equipment exists in Bromley Hall for the protection of the health, safety, and welfare of residents and the protection of Bromley Hall property. Fire alarms are located on every floor in Bromley Hall. Familiarize yourself with their locations.

The University of Illinois has prescribed severe penalties for students who: 1) tamper with the alarm system; 2) fail to exercise mature judgment during a fire alarm; or 3) tamper with the fire fighting equipment.

Tampering with this equipment is a serious matter that could jeopardize the safety of others. Such equipment tampering can result in severe disciplinary and/or criminal action against residents and their guests.

Bromley Hall will immediately evict any resident who is identified as tampering with the safety systems and will pay a \$350 cash reward to anyone who can positively identify the person(s) tampering with them.

### **5. Food Deliveries**

If you have pizza or other food delivered to Bromley Hall, be aware that you MUST be in the lobby to meet the vendor. The delivery person will not be given access to your floor or your room.

### **6. Resident Responsibility for Safety & Security**

All residents are responsible for helping ensure that adequate security is maintained in Bromley Hall. Refrain from behavior that compromises the building and room security, such as leaving room doors unlocked or propping open building doors.

Bromley Hall is not responsible for loss or damage to resident's personal property; therefore, all residents should carry personal property insurance on your belongings.

Parents should have their homeowner's insurance policy (coverage) extended to protect residents' belongings while they are away from home at school.

The insurance should be extended to cover both theft and damage to personal belongings.

prop a door open, let someone into the building that you do not know, or not lock your room door.

## 7. **Security Tips**

- a. Do not allow strangers to enter Bromley Hall with you.
- b. Notify the Main Desk immediately if someone has insisted upon entering Bromley Hall with you. Try to get a good description of the offender and observe the direction in which he/she goes.
- c. Keep your room locked at all times, even when you are not sleeping, and especially when you are gone.
- d. For your own protection report a lost key immediately.
- e. After daily business hours, meet your guests/visitors at the lobby door.
- f. Do not lend your ID card or room key to others.
- g. Immediately report a lost or stolen ID card.

## 8. **Suspicious Activities Should Be Reported**

Suspicious activities include: Persons going from room to room trying door knobs; persons loitering at unusual hours and locations; persons running (especially if something of value is being carried); persons exhibiting unusual mental, emotional, or physical symptoms; persons carrying Bromley Hall property; open or broken doors or windows; and unusual noises or screams.

Some people fail to report suspicious activities because they are not aware of what seemingly innocent activities might be suspicious. Others may notice a suspicious activity and may be hesitant to call for fear of seeming over-reactive or embarrassed. Still others take it for granted that someone else has called. Call immediately about any suspicious activity. Do not worry about bothering staff on duty because that is why they are here. Do not be concerned about being embarrassed if your suspicions prove unfounded. Think instead about what could happen if you do not act.

It is critical that you remember your role in maintaining a safe and secure environment. No matter how many security measures we employ or how sophisticated a mechanical system we install, the safety and security of the residents can be compromised by careless resident behavior. Please think about this the next time you are tempted to

## 9. **Smoke Detectors**

All rooms in Bromley Hall are equipped with a battery operated smoke detector. The detectors are for all residents' safety. Do not tamper with them. If the detector starts beeping because the battery is low and needs replaced, fill out a Maintenance Request Form at the Front Desk in the lobby immediately.

## **SERVICES AND FACILITIES IN BROMLEY HALL**

### 1. **Computing Center**

Bromley Hall provides a Computer Center with desktop computers and laser printers for the exclusive use of our residents. You must supply your own paper for your printing needs. The Computing Center is open 24 hours a day. Residents use their Bromley ID card to gain access to the Computing Center.

The computers in the lab are directly connected to the Internet and primary network services and network applications on the University network. The policies associated with the lab build upon the same acceptable use policies which residents are bound to in their rooms. The policy for acceptable use is posted in the lab. By using the lab computers, you acknowledge your responsibility to act in accordance with the acceptable use policies provided by Bromley Hall, the Internet Service Provider, and the University of Illinois.

### 2. **Data Communication Services**

Every room in Bromley Hall has had the necessary wiring installed so that residents can arrange to have their personal computers connected to the Internet and primary network services and network applications on the University network. There is no extra charge for this service. Residents that would like to have their personal computers in their rooms connected to BHNNet (the broadband Internet and UIUCNet connection in the building) will need to supply their own Ethernet adapter card (installed in their computer) and a short cable for the connection. A cable length of 10 to 14 feet will usually suffice in a standard room double. Longer cables may be needed in other room types. Bromley Hall is not responsible for any hardware/software installation configurations. Bromley Hall contracts with a local network management company to oversee the operation of the network. This company will only provide very minimal technical support for your hardware/software

installation. Ideally, when you arrive on campus, your computer should be fully configured and network ready. If you think you need additional hardware or software for your computer, you should contact your original computer supplier/vendor.

Each resident is allowed one Internet Protocol (IP) Address, which will be matched to the MAC address in his or her computer or other device when accessing the Internet. Each device connected to the network requires its own IP Address. IP Addresses may not be shared. Multiple devices (up to two per resident) are generally allowed, using a private IP address. This may affect certain network services.

Each resident is allowed up to 350 Megabytes (Mb) of combined upstream and downstream traffic per 24-hour period. Exceeding this limit will severely degrade your Internet performance for a minimum of 24 hours. An average resident uses approximately 50 Mb per day, and in-building and on-campus traffic is currently not factored in to your 350 Mb 24 hours limit.

Each resident room will require a small switch or hub to connect more than one machine at a time. These switches are generally available from our network management company at move-in and are also available at many retail outlets for less. A 5-port switch is recommended for double rooms and an 8-port switch is recommended for a triple room. Routers, gateways and wireless access points are NOT allowed in residents' rooms. Wireless access ports are not allowed in the individual resident rooms, but are made available in select areas within the building.

Network Connection Agreement – By registering for, or using, your network connection, you agree to be bound by the terms and conditions as set forth in the BHNNet Acceptable Use Policy as well as the Internet Service Provider's End User Agreement. For more specific information about policies, illegal activity, bandwidth limitations, inappropriate content, personal responsibilities, and other network information, see the BHNNet Policies website, <http://www.bromleyhall.com/bhnet/policies.html>

### 3. **Laundry Facilities**

There are two large laundry rooms in the basement of Bromley Hall with washers and dryers open 24 hours a day for the exclusive use of Bromley Hall residents. Residents are advised to stay with their laundry. You will be given a special Laundry Card when you check in to use the washers and dryers. Please note the machines do not take money to operate them. Residents can go to the Laundry ATM

in the lobby to add money (credits) to their Laundry Cards as needed.

### 4. **Postal/Mail Services**

The US Postal Service delivers mail to Bromley Hall daily. Every room in Bromley Hall has a combination mailbox in the lobby. Residents will be given the combination to their room's mailbox when they check in. Residents may pick up mail in their mailbox at any time. If a resident expects COD packages, they should make arrangements in advance with the Business Office to leave enough money to pay for the item they are expecting. If residents receive items and packages that cannot fit in their mailbox, the mailroom attendants will put a pickup ticket in their mailbox. Packages can be picked up at the mailroom during posted hours. Residents are required to pick up only their own packages. They will be required to show positive identification and sign for all packages received. Do not give your Bromley ID card to someone else to pick up your packages.

Residents should have all of their mail addressed to:  
(Resident's Name)  
Bromley Hall - Room Number  
910 S Third Street  
Champaign, IL 61820

Having a room number written on the mail is very important; it speeds up delivery of mail to the mailbox. The mail with room numbers is sorted and placed into mailboxes first.

### 5. **Recreation in Bromley Hall** **(Also See FITNESS CLUB)**

The main lobby of Bromley Hall has two full-sized pool tables, a large screen TV and a DVD for your enjoyment. Pool table equipment may be checked out at the Front Desk by leaving your Bromley ID with the desk attendant. There are several board games and sports equipment also available for check out. A baby grand piano is also located in our lobby that the residents can use and a music room in the basement for private practice.

### 6. **Swimming Pool** (See FITNESS CLUB)

### 7. **Telephone Service**

All rooms in Bromley Hall are connected to a central Telephone System, which provides local telephone service for residents. There is no charge for this service. The service does not include a telephone (instrument). Residents bring a telephone from home or purchase one locally. This system provides you with local telephone service in Champaign,

Urbana and local communities. Residents must use a credit card issued by a long distance telephone company in order to make long distance calls.

## **SMOKE FREE ENVIRONMENT**

Bromley Hall does not permit smoking anywhere within the confines of the building. This policy covers all types of cigarette, cigar, or pipe smoking. This is to provide each resident with the best possible living environment while residing in Bromley Hall.

## **SOLICITATIONS ARE PROHIBITED IN BROMLEY HALL**

1. Definitions:
  - a. "Bromley Hall" is a privately owned building which contains rooms assigned to students for sleeping, dressing, studying, and socializing, and which also contains common facilities and areas used by all residents, including common means of entering and exiting, common lavatories, common study lounges, common storage areas, and areas used in common for organized educational and social functions.
  - b. A "solicitation" is an attempt to sell products or services in Bromley Hall.
2. Except as hereinafter provided, no person (including a resident), firm, business entity, charitable organization, religious organization, or other organization may solicit money or sell or solicit the sale of any product or service anywhere in Bromley Hall.
3. A resident of Bromley Hall may invite a person, firm, business entity, charitable organization, religious organization or other organization to their assigned room to solicit money or to sell, or to solicit the sale of lawful products or services with that resident only. Such solicitation or sale must occur only in the assigned room of the resident-inviter. The solicitation of money for the sale or the solicitation of a sale of products or services to any other residents is prohibited anywhere in Bromley Hall.
4. Nothing in these regulations shall be deemed to approve any solicitation or sale by mail, e-mail, telephone, or other communication media to residents.

## **VIOLATIONS**

If you and/or your invited guests engage in any behavior that violates the Terms and Conditions of the Bromley Hall Room and Board Agreement and/or the Bromley Hall Rules and Regulations for Residents, you will be required to work with the Residence Life Staff and/or University of Illinois Judicial Affairs to resolve the matter. Outcomes could include, but are not limited to, educational interventions, contract review, change of room assignment, contract cancellation, and/or disciplinary and legal action.

## **WINDOWS IN YOUR ROOM**

To protect window treatments and sills and to conserve energy, windows should be closed when residents are not in their room.

Residents may not string antennas out of the windows, store food and/or beverages near the window or hang clothes, laundry, etc. out the window.

Residents may not throw anything out of their windows. The smallest item can become a dangerous projectile and cause injury to people and damage to property on the ground. Bromley Hall will pay cash reward to anyone who will positively identify people throwing things out of windows. Residents identified as throwing things out of their windows are subject to severe disciplinary and/or criminal action and may be evicted from Bromley Hall.

Residents may decorate the window(s) in their rooms only in accordance with the following guidelines:

1. Decorations may only be on the inside window surfaces.
2. Decorations must be removable (not permanent).
3. Decorations, which are offensive or inappropriate as determined solely by Bromley Hall, must be modified and/or removed if deemed necessary by Bromley Hall.
4. All decorations must be temporarily removed at the request of the Housekeeping Staff for regularly scheduled window cleaning.