

# Newman Hall Rules and Regulations

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## Section I: Policies and Procedures

### *Leasing Term*

All rooms are rented for the period during which the University of Illinois is officially conducting Fall and Spring Undergraduate classes. All rules and regulations still apply during summer session. Resident rooms are under exclusive control of St. John's Catholic Newman Center Management at all times in which the University is not conducting classes. Other students or student groups may occasionally stay at Newman during break periods. Under normal circumstances, Newman residents will be informed beforehand if resident rooms will be used for any reason during breaks.

### *Room Changes*

Room changes are last resorts and will only be considered after all other options have been exhausted. All residents involved must have met with their floor RA and made every attempt to reconcile all issues. Room changes are only allowed after proper authorization from the Resident Director and the Director of Operations. *Newman Hall Management can assess a processing fee of \$250.00.*

### *Appliances*

- Stereos and television sets are allowed in student rooms provided they are used with common courtesy. Failure to observe quiet hours may result in withdrawal of this privilege and/or other disciplinary action. In this case, you will be required to store the equipment or remove it from Newman property.
- Computer equipment is allowed if an acceptable power strip with a UL listed breaker switch is used.
- One refrigerator measuring 4 cubic feet or less is allowed in each bedroom. One microwave is allowed per suite, private, or south room. The refrigerator and microwave may not be placed in the closet.
- Only UL listed power strips are allowed in resident rooms. Only extension cords with surge protectors are allowed in resident rooms.
- Cooking appliances that produce heat are not allowed. These include, but are not limited to, hot plates, woks, and coffee makers that are not single serve. The Champaign Fire Department under the BOCA National Existing Structure Code ES-402.4 enforces compliance of this rule. If any of these items are found in resident rooms, discipline will be assessed, and the item will be confiscated until the end of the semester.
- Altering any part of the electrical system (i.e., ceiling fixtures or smoke detectors) is strictly forbidden.
- Rules regarding electrical appliances are subject to change to comply with city code. Newman Management will give proper notification of any changes in writing.

### *Bulletin Boards and Advertising*

- The Resident Advisor bulletin boards are for Hall related postings only.

- The bulletin boards on each floor will be maintained by the RA. Only material approved by the floor RA may be posted on these bulletin boards.
- Bulletin boards for general use are located at the Hall Office and the Dining Room. Any items displayed on these bulletin boards must receive approval from Resident Director. Items that have been approved will display an “approved” stamp; unapproved postings will be removed.
- Only approved postings on the appropriate bulletin boards are allowed. Posting on doors, walls, or other areas is not permitted.

### *Inappropriate Material*

Public displays (wallpaper, screen savers, posters, pictures, etc.) of explicit material are not permitted. Explicit content includes, but is not limited to: pornographic material, use of foul language, and anything derogatory towards one’s gender, race, religion, or disability. Any material deemed inappropriate by any RA shall be deemed inappropriate by Newman Management.

### *Liability*

Newman Management provides supervision of the Hall buildings but does not assume liability for the loss, damage, or theft of any personal property. Residents of each room are responsible for all activities conducted therein, whether or not they are present. You are advised to lock your door whenever leaving your room.

### *Elevators*

Residents may use the north elevators but are expected to use them in an appropriate and mature manner. Failure to do so may result in disciplinary action. The south elevator is for maintenance use only. Use without permission will result in disciplinary action.

### *Room Keys and Newman Card*

All keys that are issued to residents are strictly monitored in order to preserve security of rooms and resident belongings. **Any key issued to residents may not be duplicated or loaned to non-residents.**

A \$35.00 fee is charged for replacing a lost or damaged Newman card.

A \$35.00 fee is charged for replacing a broken room key.

A \$35.00 fee is charged for the replacement of a lost or stolen room key.

A \$50.00 fee is charged for any key not returned at the termination of the contract period.

A \$35.00 fee is charged for replacing a Newman Hall ID card.

### *Room & Board Payments*

Residents will be given keys to their rooms when they move in only if the June 1 room and board installment has been paid. This excludes those receiving financial aid. If the remaining payment cannot be made on time due to financial aid, a copy of the award letter must be sent to the Newman Hall Office as soon as possible. Payments may be made in the form of a check, money order, credit card, or cash, ACH. Be sure to include the resident’s name on the check’s memo line. Room & Board installment payments are

due **June 1, September 1, November 1 and February 1**. The Finance Office will send invoices via email prior to the due date.

### ***Holiday Leave***

When the University is officially on holiday leave, residents are required to leave their rooms in a clean manner with attention paid to safeguard against damage. Information and instructions regarding holiday closing procedures will be given to all residents prior to the break. All residents must follow these procedures. **All residents must leave the building by the notified closing time.**

Residents must submit written requests to the Newman Hall Office a minimum of one week before the official closing time for any extended stay at Newman. All written requests to remain after the official Hall closing must be approved by the Newman Office Manager. Residents may not remain in the building after closing periods without written permission from Newman management. Residents cannot return to their rooms until reopening day without written permission.

### ***Parking***

Parking on campus is extremely limited. Parking for residents is \$1,100 per year or \$600 per semester. A copy of proof of insurance and a legal driver's license must accompany your application. Parking spaces are not to be subleased at any point during the duration of your contract. Newman is not liable for any damages that occur in the parking lot whether they are due to theft, accident, or other means.

All unauthorized vehicles will be towed. Resident guests should park at a metered space along the streets or in campus parking lots at appropriate hours. Because of the limited number of parking spots in the Newman Hall lot, there is no visitor parking available.

The Champaign-Urbana Mass Transit District operates numerous buses around campus that are free for students. Visit [www.cumtd.com/mtdinfo.html](http://www.cumtd.com/mtdinfo.html) or call (217) 384-8188 for more information.

### ***Bicycles and Permits***

You can purchase a permit in the Hall Office to keep your bike onsite for \$5.00. You will need to provide a heavy-duty lock and chain. Bikes may be kept in the bicycle rack located in the central courtyard on the west side of the building. Bikes, unicycles and roller blades are not allowed in the Hall Lobby or any common areas of Newman Hall. Bikes are not allowed to be parked on chain-link fences or railings. All bikes must be taken home at the end of the academic year. Bikes that are left behind will be assumed abandoned property and treated as such.

### ***Maintenance & Work Orders***

If there is a maintenance problem in your room or on your floor, please submit a work order by emailing [STJOHNCNCT@emaint.com](mailto:STJOHNCNCT@emaint.com) Use this email to request assistance with all maintenance related problems. If the maintenance problem is urgent due to safety concerns, please stop by or call the Hall Office to report the problem.

Work orders are completed by maintenance staff in order of importance rather than the order received. Under normal circumstances, a work order should be completed in five days. If a request has not been addressed in due time, please resubmit it and contact the Hall Office.

### ***Furnishings***

Each room comes furnished with a bed and mattress, bed sheets, desk, dressers, blinds, Ethernet connection, cable TV outlet, smoke detector, wastebasket and recycling bin. Residents may bring their own microwave, refrigerator, bed sheets (if preferred), pillow, and blanket. Removing doors from their hinges is prohibited.

Relocating beds, chairs, tables, etc outside student rooms and common areas is forbidden unless approved by the Director of Operations.

### ***Room Carpeting***

Residents are allowed to carpet their rooms only with short-nap, non-shag carpet. Residents using a carpet remnant should prevent the piece from unraveling by stitching the cut edges or by securing the edges with heavy tape.

### ***Ceiling Fans***

Nothing should be placed upon, hung from, or thrown into the ceiling fans. Submit a work order via email to [STJOHNCNCT@emaint.com](mailto:STJOHNCNCT@emaint.com) for non-functioning fans. Abuse of ceiling fans will result in disciplinary action.

### ***Wall Hangings***

Nails, scotch tape, masking tape, duct tape, or other potentially damaging adhesive materials are not allowed on any wall. In the south building, the only acceptable materials for wall hangings are “tacky putty” or 3M removable tabs. In the north building, the only acceptable materials are tacks. Molding trim is provided around the upper perimeter of the south building rooms for use with specific molding hooks that are available from the Hall Office. Hanging materials from sprinklers, pipes, etc is not permitted. Residents may only have up to 50% wall covering to satisfy the Champaign Fire Department rules and regulations.

### ***Room Cleanliness***

Each resident is responsible for keeping his or her room and the common areas of St. John’s Catholic Newman Center in a neat and orderly fashion. The cleanliness of each resident’s room should be maintained to at least a minimum standard so as not to be offensive to other students. Each resident is responsible for keeping his or her room in a condition that will not prevent the housekeeping staff from entering and working in the room. A fee may be imposed if the resident does not maintain his room to an acceptable standard. It is the responsibility of the resident to empty the room recycling bin into the large receptacles located on each floor.

## Section II: Student Services

### *Cable Television*

Newman provides cable TV in every room. Residents must provide their own televisions and connecting cables. For suite style rooms, residents must provide cable splitters if they wish to obtain cable in the bedrooms. To access all cable channels, students may be required to use a cable adapter box. Issues should be addressed with a work order.

### *DVDs, Board Games & Sports Equipment*

DVDs, board games and sports equipment can be checked out by the residents from the Newman Hall office by leaving a picture ID. There is no charge for this service. DVDs can be check out for 48 hours. If they are not returned within 7 days, the resident will be charged for a replacement copy.

### *Housekeeping*

Housekeeping services are provided for the residents of Newman Hall. The housekeepers will provide a clean set of sheets every other week. They will also clean the sinks and mirrors, vacuum, and do light dusting. Residents are required to admit the housekeepers into their rooms for periodic cleaning. Rooms must be kept in a condition suitable for housekeepers to enter and clean them. Residents must also keep mattress covers on their mattresses and use fitted sheets over the mattress covers. Failure to comply with said expectations is subject to disciplinary action.

### *Internet Service*

Access to the Newman Hall internet service is provided to each room. Residents should submit a work order by emailing [supportdesk@kempertc.com](mailto:supportdesk@kempertc.com) or by calling 217-352-1582 between 9am-7pm.

Residents misusing Newman internet services may jeopardize their internet privileges and will be subject to penalties as defined by all applicable State and Federal Laws and the NHNet Usage Policies and Regulations. Personal computer problems are not the responsibility of Newman Hall.

### *Laundry*

The laundry room is in the basement across from the St. Sebastian workout room. St. John's Catholic Newman Center will not be held responsible for any lost or damaged clothing. Newman maintenance will remove unclaimed clothing from the laundry room weekly.

### *Mail*

Resident mailboxes are located to the right of the Hall Office. You will receive your mailbox combination on Move-In Day. **It is the responsibility of the resident to memorize and use the mailbox combination to obtain his/her own mail.** To receive your mail and packages in a timely manner, the following address format must be used (*please note that including your room # on every package is very important*). The same format should be used for your return address.

**Resident Name**  
**604 East Armory Avenue**  
**Room 199**  
**Champaign, IL 61820-6286**

Residents who receive a package will be notified via e-mail that a package has arrived for them. You are expected to pick up the package within 24 hours of receiving the notification. The mail service is provided solely for the convenience of residents. Newman Hall cannot accept responsibility for lost or damaged articles.

### ***Faxes***

Residents may send faxes from the Hall Office. It costs \$1 per fax. Residents may receive faxes at the Hall Office. The fax number is (217) 344-4957. Faxes will be placed in the resident's mailbox when received.

### ***Telephones***

Public-accessible telephones will only allow toll free calls and local calls with a 217 area code. To place a call, dial 9 and then the number you are trying to reach. If you would like to reach the Hall office, dial 0.

## **Section III: Student Areas**

### ***Common Areas***

Areas other than the floors on which residents live (i.e. Lewis Lounge, Newman Social Hall, etc.) are designated as common areas. Residents may utilize any common area 24 hours a day. Sleeping is not allowed in the common areas. All furnishings must be returned to their original arrangement and common area must be cleaned after use.

### ***Computer Labs***

There is one computer lab accessible in Newman Hall for your convenience. All residents will obtain a user name & password on Move-In Day to use in the lab. 500 pages (one side equals one page) of free laser printing is a service offered for Newman residents per semester. An additional 250 sheets can be purchased from the Hall Office for \$25.

Resident guests may use the lab only if working with a Newman resident who is present in the lab and are not entitled to free printing. Entertainment programs are not allowed on the computers. Residents should complete a work order for any problems that occur with any computer lab equipment at <http://workorders.sjcnc.org>.

### ***Kitchen***

The student kitchen is for the explicit use of cooking and baking. Students wishing to use the kitchen must submit their request 24 hours in advance to the Hall Office, and the request must be approved by the Resident Director. The weekday (Sunday-Thursday) hours for the kitchen are from 9am to 11pm, and the weekend (Friday-



Saturday) hours are from 9am to 12am. Use of the kitchen is limited to 4 hours at a time. Kitchen supplies are expected to be used for the correct purposes, and any missing or broken equipment must be reported by the student after kitchen use. Furthermore, the kitchen must be returned to a clean state following use. Failure to do so will result in a loss of kitchen privileges.

### ***Study, Television Lounges, & Game Rooms***

There are several study lounges located in Newman Hall for your convenience. The study lounges on the 3rd floor South and 6th floor North are strictly 24-hour quiet areas (no study groups allowed). The television lounges and game rooms are strictly on a first come, first served basis. The TV lounges have DVD players, as well as a rentable Wii game system for student use. The game rooms have pool, ping pong, and air hockey. All furniture must be returned to its original position after use and the lounge should be in a clean state.

The following lounges may be reserved at [sjcnc.org/RoomReservation.aspx](http://sjcnc.org/RoomReservation.aspx) or at the front desk. Reservation requests must be made 24-hours prior to the event and must be approved by the Resident Director.

- St. John Fisher Room
- Newman Social Hall
- Elson Dining Room
- Lewis Lounge
- Monsignor Swetland Assembly Room
- St. Paul Room
- Monsignor Duncan Conference Room
- 3 North TV Lounge

### ***Fitness Room***

Use of the Newman Hall Fitness Room is on a strictly first-come, first-served basis. The Fitness Room may only be reserved with the permission of Newman Hall management. Mature and appropriate behavior is expected and failure to do so will result in discipline. Contact Hall Office if there is a problem with any of the fitness machines.

### ***Bishop O'Rourke Library***

The library is located on the Ground Level to the east of Lewis Lounge. It is accessible for study and research to Newman Hall residents 24-hours a day and to the public from 9:00-5:00 Monday – Friday. The library's collection of nearly 8,000 volumes includes an extensive range of periodicals as well as videos and CDs. The collection focuses on Catholicism and related subjects and includes works of history, theology, philosophy, spirituality, biography, art history and reference. To obtain a library card, contact [library@sjcnc.org](mailto:library@sjcnc.org) or call (217) 255-6610.

The library is a strictly 24-hour quiet area. There is no food permitted in the library and beverages are only allowed in spill-proof containers. All materials must be checked out according to posted checkout procedures before removing them from the library. Reference materials may not be taken from the library at any time. Returned items should be placed in the library book drop for library staff to reshel.

### ***Courtyards and Terraces***

Courtyards and terraces are open to residents use and residents are expected to use them in an appropriate and mature manner. Failure to do so will result in disciplinary action. Quiet Hours are enforced in the courtyard and terrace areas.

### ***Unauthorized Areas***

Residents are not permitted in the following areas of Newman Hall

- Roof or gutter area. This includes the first-floor roof overlooking the south courtyard.
- Rectory, kitchen, staff offices, or maintenance closets
- Behind the Dining Room counters

## **Section IV: Safety and Security**

### ***Athletic Activity***

Athletic activity is not permitted inside Newman Hall or within Newman Hall parking lots. Metal darts are not allowed. Only plastic tipped darts and dartboards may be used. Damage to property caused by resident athletic activity is strictly the responsibility of the resident(s).

### ***Drugs***

Any use of and/or possession of cannabis (marijuana) or any form of controlled substance (LSD, cocaine, heroin, etc.) as stipulated in Section 22-2-17 of the Illinois Criminal Code is strictly forbidden in or about any building, parking lot, or other areas owned by St. John's Catholic Newman Center. No drug paraphernalia is allowed on Newman Center property.

Any violation concerning the possession of illegal drugs or paraphernalia will render a resident liable for the immediate termination of his or her room and board contract. Disciplinary expulsion as such renders the resident liable for the full payment of their contract.

### ***Doors and Decorations***

Room doors are equipped with self-closing hinges and should latch closed when let go in any position. Altering this mechanism is strictly forbidden by fire department code. Each room has a room number identification plate and small marker board. They are to remain in their proper place. Removal of doorplates or altering them in any fashion is prohibited. Limited signs and decorations may be permitted on the door at the discretion of the floor RA. The appearance of doors will be enforced at the discretion of the floor Resident Advisor. Inappropriate material may be removed and discarded.

### ***Explosives, Firearms and Weapons***

Possessing, carrying, or using any explosive, firework, firearm, or weapon is not permitted under any circumstances within or about the grounds of St. John's Catholic Newman Center. These include, but are not limited to: firearms, air guns, paintball



guns, bows, arrows, switchblades, ammunition, non-ornamental swords, water-balloon launchers, slingshots, other dangerous knives, martial arts equipment, explosives, chemicals, and fireworks. This list is not meant to be exhaustive; all incidents will be decided at the discretion of Newman Hall Management.

### ***Expulsions***

A resident may be subject to disciplinary expulsion and termination of his or her contract for the following instances: possession of drugs or firearms/fireworks, public or excessive drunkenness, insubordination, malicious activity of any kind, vandalism, harassment, assault, habitual rule violations, or other major rule or safety violations as determined by St. John's Catholic Newman Center management.

St. John's Catholic Newman Center management exclusively determines the disciplinary expulsion of a resident. We reserve the right to issue non-disciplinary expulsions.

### ***Fire Warning Devices***

Fire alarm devices (i.e., smoke detectors, heat sensors, hand pulls, carbon monoxide detectors, horns, etc.) have been installed for the safety of all residents. Tampering, removing, destroying, disconnecting, or removing batteries from any installed smoke detector except in the course of maintenance or replacement shall be a Class A misdemeanor in the case of a first offense and a Class A felony in the case of second or subsequent convictions.

The Newman Hall fire warning system has a direct connection to the Champaign Fire Department. Persons abusing or damaging any part of the system will be disciplined and subject to the Champaign Fire Department for prosecution by the City of Champaign under municipal and state laws. Hanging items from the sprinkler heads or pipes, tampering, or interfering with the sprinkler system in any way will result in disciplinary action, at a minimum a fine, up to and including removal from Newman Hall.

### ***Gambling***

Gambling for profit in any form is not permitted in or about St. John's Catholic Newman Center property. Residents should follow all appropriate state and federal laws.

### ***Guests***

Residents will be allowed on the floors of the opposite sex only during the approved visitation hours.

<b>Sunday - Thursday</b>	<b>9:00 AM to 1:00 AM</b>
<b>Friday and Saturday</b>	<b>9:00 AM to 2:00 AM</b>

Visitation hours apply to all residents and guests of Newman Hall with the exception of the common areas. Your floor RA should be notified if you plan to have overnight guests. Overnight guests have a maximum stay of two nights.

Cohabitation, overnight stays by members of the opposite sex, or sexual activity is not condoned or permitted.

**Newman Hall residents are fully responsible for the actions and behavior of their guests. Guests must be accompanied at all times. No more than eight people are to occupy a student room at one time without the specific permission of St. John's Catholic Newman Center Management.**

### ***Harassment***

Residents may not engage in conduct that threatens or endangers the health, safety, or physical or psychological well-being of any person. This includes, but is not limited to, actions related to a person's race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. Such conduct includes, but is not limited to, objectionable epithets, harassing emails or text messages, online harassment including but not limited to Facebook, and telephone harassment.

St. John's Catholic Newman Center Management reserves the right to use disciplinary action up to and including expulsion to provide for the safety of our residents.

### ***Health and Safety***

Rooms may be searched when there is strong reason to believe a resident is in severe physical or psychological distress. Mandatory medical and psychological evaluation and counseling can be required as a condition of continued residence in situations where there is serious concern for the health and safety of the resident or the community.

### ***Heating and Air Conditioning Units***

Residents must not place any objects (i.e., clothing, wet towels, bookshelves, etc.) on the heating units. Furniture should not be located in front of heating or air conditioning units. Sitting or standing on the heating unit is not permitted.

### ***Insubordination***

Rudeness or insubordinate behavior to staff or Resident Advisors will not be tolerated. Any resident who is rude, insubordinate or belligerent to staff or Resident Advisors may be subject to disciplinary expulsion.

### ***Liquor***

Alcoholic beverages in any form may not be stored, possessed, or consumed in any corridor or common area of the buildings. Residents should follow all appropriate state and federal laws. Residents of legal age may consume alcohol in their rooms with the doors closed. At no time shall a room with all residents under the legal age have alcoholic beverages of any form.

At any one time, no room shall have more than one case of beer (30 bottles or cans) or two bottles of wine or 1 bottle of liquor (80 proof or less). No kegs of any kind are permitted in resident rooms. Public intoxication of a resident or his/her guest on Newman property or at a Newman sponsored event will result in disciplinary action up to and including expulsion.

### **Noise Level**

Newman Hall is dedicated to providing a living atmosphere conducive to study. For this reason, there is a 24-hour courtesy rule. All residents must comply with a request to be quiet.

**Sunday - Thursday**  
**Friday - Saturday**

**11 PM to 9 AM**  
**12 Midnight to 9AM**

The volume of stereos, musical instruments, and talking must be kept at a reasonable level. Residents with rooms facing the courtyard should keep noise levels at a minimum during Mass times.

Residents are asked to maintain a peaceful level of conversation and refrain from allowing music to be heard from outside of their doors. Residents will be subject to disciplinary action if violations become habitual. During the entire week of finals each semester, quiet hours are enforced 24 hours a day. Resident Advisors and Newman Management determine acceptable noise levels.

### **Pets**

Only one fish aquarium of 30 gallons or less is permitted per resident. No animals, other than fish, are allowed in resident rooms (this includes laboratory specimens). Guide dogs or the equivalent are the only exception and must register with the housing office.

### **Solicitation**

No sales by residents for personal profit are allowed at the Hall. Demonstration for selling purposes by outside salespeople to individuals or groups is prohibited (including door-to-door solicitation). Not-for-profit fund raising is permitted only with the permission of management.

### **Tobacco Products and Candles**

St. John's Catholic Newman Center is a tobacco-free environment. Smoking is not allowed on any Newman property, including the north terrace and courtyards. Smoking on sidewalks/other public areas must be at least fifteen feet from any entrance. The burning of incense and candles in resident rooms is strictly forbidden.

### **Vandalism**

A resident will be held responsible for any damage done to his or her room or to Newman property as described in section one (1) of the terms and conditions of the room and board contract. Students will be billed for all outstanding fines for room or floor damages.

### **Windows and Screens**

No sign material may be displayed in windows in a manner that is visible from the exterior of the building. No materials are allowed to hang outside of windows (including clothing, towels, etc.). A resident will be fined for having his or her screen out of its proper place in the window.

# Section V: Newman Dining Room

## *Menus*

Menus are available online at [www.sjcnc.org](http://www.sjcnc.org) or in the College Fresh app

## *Hours*

### **Weekdays**

- 7:00 AM-10:00 AM Continental Breakfast
- 7:00-9:30 AM Hot Breakfast
- 11:00 AM – 2:00 PM Full Lunch (all stations)
- 11:00 AM – 4:30 PM Sandwich, Salad & Soup Bar
- 4:30 – 7:00 PM Dinner
- 8:00-10:00 PM Late Night (Monday-Thursday)

### **Saturdays**

- 8:00 – 10:00 AM Continental Breakfast
- 11:00 AM – 2:00 PM Full Lunch (all stations)
- 4:30 – 7:00 PM Dinner

### **Sundays**

- 8:00 AM – 2:00 PM Continental Breakfast
- 11:00 -2:00 PM Sunday Brunch & Lunch
- 5:00-7:00 PM Dinner

## *Meal Passes*

Every resident is required to scan their unique QR code upon entry to the dining room.

Missed meals do not rollover for later use. Each resident has either 14 or 21 meals per week and the number of meals will reset each Sunday morning. A meal plan is not transferable and may only be used by the resident to whom it is issued.

Misuse of a meal pass can result in forfeiture of meals. Only one warning will be given for such behavior and repeated incidents will result in disciplinary action.

## *Sack Lunches*

Students are encouraged to eat all meals in the dining room. If you are unable to make lunch or dinner, you have the option to sign up for a sack lunch or late plate. Sign-ups are available in the dining app. Late plates are also available.

## **Policies**

- You must scan/enter your pin code at the checkout for every meal. Residents without a pin code must pay for their meal with cash or credit card. Any non-resident caught using a resident's pin code will need to pay for their meal and the resident will be disciplined.
- Sleepwear/bathrobes are not appropriate attire for the Dining Room.
- Special Occasions in the Dining Room such as Thanksgiving and Christmas Dinner call for a semi-formal attire.
- Shoes and shirts must be worn **at all times**.
- **NO NEWMAN DISHES, GLASSES OR UTENSILS MAY BE TAKEN FROM THE DINING ROOM.**
- Discipline will be assessed by the Resident Director for removing dishes from the Dining Room. A fine of \$5/dish found in each room/taken from the dining room will be assessed.
- Please try to show respect for those eating around you. This means:
  - Keeping your voice at a reasonable level
  - Showing respect for the Dining Room staff
  - Picking up after yourself
  - Not throwing food

***The Dining Room Supervisor and the Resident Advisors have the right to ask you to leave the Dining Room at any time if you are in violation of these policies.***

## **Section VI: Emergency Procedures**

### **General**

All residents and other guests of the Hall **must evacuate** to a safe location when fire alarms or tornado sirens are sounding. Residents must follow any direction given to them by emergency personnel, Newman staff, or Resident Advisors. The following are normal evacuation procedures for fire and tornado alarms.

### **Fire Alarms**

When the fire alarm sounds, regardless of whether or not there is an actual fire, all people must evacuate the building. A \$75.00 fine is assessed if a resident or his or her guest fails to leave during any evacuation. Room checks are made by the fire department to ensure everyone has left the building. Residents or guests remaining in the building after the alarm sounds are subject to a fine by the Champaign Fire Department in addition to discipline assessed by Newman management.

In case of evacuation, rally points are the Main Library parking lot on the south side of Armory Avenue or in the Newman parking lot across Sixth Street. Residents may not re-enter the building until a Resident Advisor gives permission.

### ***Tornado Watches and Warnings***

Residents should be prepared to evacuate to assigned locations when tornado warnings are issued. Residents are not required to evacuate to the lower level until instructed to do so by a Resident Advisor or when the emergency sirens sound. Residents are to remain in the shelter areas until a Resident Advisor announces permission to return to their rooms.

During a tornado warning event, individuals should seek shelter on the lower floors of their facilities. Basements are preferred. Additional suitable areas for tornado sheltering include:

- Interior Halls without Windows
- Interior Rooms without Windows
- Interior stair areas without windows
- Restrooms without windows
- Social Hall
- Back hallway
- Northeastern stairways
- Interior stair areas without windows
- Restrooms without windows

Residents are required to follow all safety procedures as outlined at the beginning of the year

**Newman Management reserves the right to perform maintenance or room inspections as required to insure compliance with the Newman Hall Rules and Regulations. Resident Advisors may carry out such inspections periodically.**

**Newman Hall follows campus COVID protocols as updated throughout the year.**

**The Resident Advising team and Newman Management enforces all rules and regulations. Violators of the stipulations in this document are subject to disciplinary action, referral to the Judicial Board for subsequent disciplinary action, and/or disciplinary expulsion.**

**The stipulations set forth by this document are subject to review/change as the Director deems necessary.**