

Division of Student Affairs – Division of Housing and Food Service



2013-2014 Residence Hall Manual

The University of Texas at Austin

8/9/2013


RESIDENCE HALL MANUAL

The rules and regulations in this manual were developed to serve the community's best interests and are an integral and binding part of your residence hall terms and conditions. In addition, you are responsible for the information contained in your University Residence Halls Contract Terms and Conditions. Our ability to discipline students for failure to adhere to the rules and regulations is given in the [Institutional Rules on Student Services and Activities](#) from the General Information Catalog. We hope that you will find your residential community supportive and responsive to your needs.

Table of Contents

A little about this Manual	1
Abandoned Property.....	1
Alcohol	1
Appliances.....	2
Banned Objects and Appliances.....	2
Asbestos and Lead-Based Paint	3
Banners (see Posters).....	3
Bathrooms.....	3
Community Bathrooms	3
Connecting/Private Bathrooms.....	3
Bevo Bucks (see Dine In Dollars).....	3
Bicycle Storage	3
Campaigning and Election Activities	4
Candles and Incense	4
Care of Facilities	4
Check In/Check Out Procedures	5
Check In.....	5
Check-Out	5
Computer Labs	6
Assignments	6
Policies	7
Hours.....	7
Computer Resources.....	7
Contracts for Housing	8

Contract Release	8
Courtesy and Quiet Hours.....	8
Decorations	9
Dine In Dollars and Bevo Bucks.....	9
Dine In Dollars.....	9
Bevo Bucks	9
Dining Center	10
Disability (see Services for Students with Disabilities)	10
Donation Drives	10
Door Access.....	11
Door Propping.....	11
Drain Cleaners.....	11
Drugs	11
Elevator Safety	12
E-mail	12
Emergency Communications	12
Emergency Websites.....	13
Campus Siren System.....	13
Residence Hall Fire Alarm System.....	13
Door to door communication	13
Message Board.....	13
Email.....	13
Information Channel	13
Campus Text Service	14
DHFS Emergency Text Service.....	14
Emergency Resident Contact Website.....	14
Evacuation.....	14
Evacuation Assistance.....	14
Evacuation Route	14
Explosives, Fireworks and Weapons.....	16
Extension Cords.....	17
Facility Usage	18
Filming in University Residence Halls.....	18
Fire & Life Safety	19

Q & A Session	20
Fire Alarms and Fire Safety Equipment.....	20
Exit Strategy	21
Use of Fire Extinguishers.....	21
Smoke Detectors.....	21
Fire Alarm Pull Stations.....	22
Fire Hazards.....	22
Fire Safety - Parent Notification Letter	23
Fire Sprinkler System	24
Fire Safety Awareness.....	24
Health, Fire and Life Safety Inspections.....	24
Fire and Life Safety Violations.....	25
Notice: Senate Bill 1334	25
Fireworks (see Explosives, Fireworks and Weapons)	26
Food Service.....	27
Events.....	27
DHFS Nutrition Services	27
Healthy Dining 	27
Food Identification Icons.....	28
Online Menu and Nutrition Information Centers	28
Food Allergies and Special Diets	28
Vegetarian and Vegan Dining.....	28
Suggestions for Food Service	29
Food Service Locations.....	29
Buffet Locations	29
A la Carte Locations.....	29
Furniture	30
Gambling.....	31
Guests	31
Guest Hours	31
Guest Hours for Prather and Littlefield (Restricted Visitation).....	31
Guests/Overnight.....	32
Guests/Overnight for Prather and Littlefield (Restricted Visitation).....	33

Guest Escorts.....	33
Housing Family Members from Evacuated Areas.....	33
Harassment.....	34
Inspections (see Fire & Life Safety Policy/Health, Fire and Life Safety Inspections)	34
Judicial Process	34
Judicial Board Conference.....	35
Administrative Conference	35
Evidence	36
Appeal Process.....	36
Judicial Board (J-Board).....	36
Residence Hall Sanctions	37
Key and Temporary ID Card	38
Temporary Keys	38
Lost ID Card	39
Lighting.....	39
Lost and Found.....	39
Mail	40
Hall Addresses.....	40
Delivery	41
Mailbox	41
Mail Forwarding.....	41
Special Deliveries	41
Maintenance Request.....	41
Missing Persons Notification	42
Motorcycles and Mopeds	42
Musical Instruments	42
Obscene Phone Calls.....	42
Payments.....	43
Three Options	43
Summer Payments	43
Late Fees and Service Charges	43
Methods of Payment	43
<i>Cash or Check</i>	43
<i>E-check</i>	43

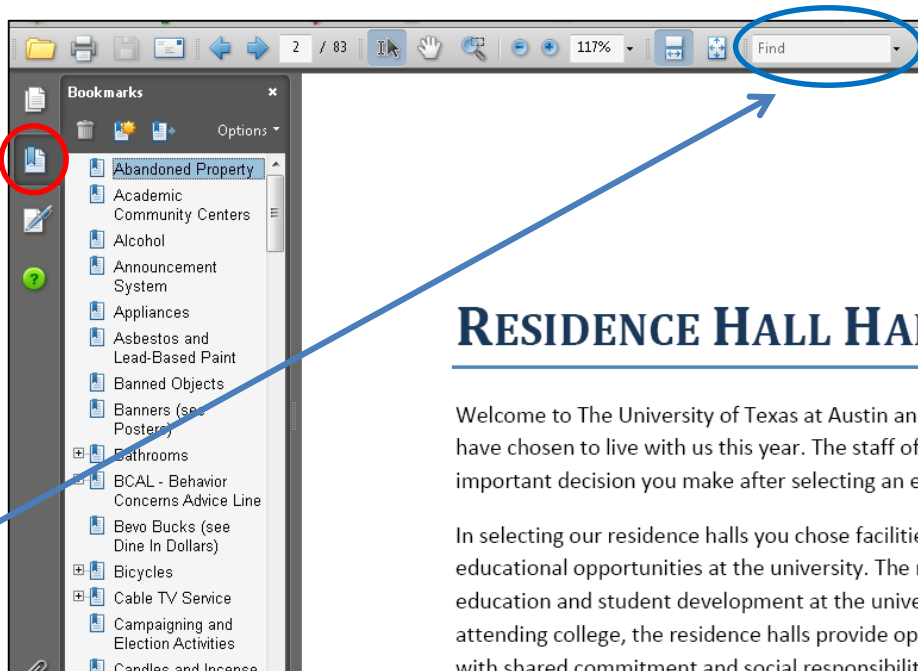
<i>Electronic Funds Transfer</i>	43
<i>MasterCard, Discover or American Express</i>	44
<i>Financial Aid</i>	44
How to Pay	44
Frequently Asked Payment Questions.....	44
Personal Property	45
Retrieval of Personal Property	45
Damage of Personal Property or Injuries (University Liability & Resident Responsibility).....	45
Personal Responsibility	46
Pets	46
Service or Emotional Support Animals (see Services for Students with Disabilities)	47
Posters	47
Student Room Window and Door	47
Residence Hall Public Areas	47
Aspirational Statement	47
Pranks.....	47
Quiet Hours (see Courtesy and Quiet Hours)	48
Recreational Equipment	48
Recycling	48
Refrigerator.....	48
Renter's Insurance	48
Returned Checks	48
Room Change	49
Room Entry	49
Roommate Conflict	49
Room Painting.....	50
Services for Students with Disabilities	50
Service or Emotional Support Animals	50
Sexual Assault or Harassment.....	50
If You are Sexually Assaulted	51
Attempted Sexual Assault.....	51
Safety on Dates	51
Sexual Harassment.....	51
Shelter in Place.....	52

Non-Weather Emergencies/Security Alert	52
Weather Emergencies/Tornado.....	52
Sick Trays.....	52
Signs (see Posters)	53
Siren and Announcement Systems	53
Smoke Detector (see Fire & Life Safety Policy/Smoke Detector)	53
Social Networking	53
Solicitation	53
Sports in the Halls	53
Street Signs and State & Local Property	53
Storage	54
Student Advocacy	54
Surveys	54
Tables in Lobbies.....	54
Table Tents.....	54
Telephone Service Request Form	54
Terms and Conditions	55
Toilet Tissue	55
Vandalism.....	55
Water Conservation.....	55
Welfare Concern	56
Vending Machines.....	56
Weapons (see Explosives, Fireworks and Weapons).....	56
Windows and Screens.....	56

A little about this Manual

There are two ways to search the information in this manual.

1. Click on the bookmark icon to expand the Table of Contents. Click on the section you are interested in and it will be displayed in the body.
2. Type the keyword you are looking for in the "Find" box and the word will be highlighted in the manual.



Abandoned Property

Property left in your room after you have checked out will be removed and stored. You will also incur improper checkout charges. You will be notified in writing and given 30 days from date of notification to claim all items in person. If items are not claimed within 30 days, DHFS will dispose of these items in accordance with University policy. To claim items, you will need to provide proper identification. We will only release items to the resident to whom they belong, unless the resident has provided written notification to us to have another individual retrieve the items. Items will not be mailed.

Alcohol

Alcoholic beverages may be consumed and stored in resident rooms if all occupants are 21 years of age or older. Residents of legal age who transports alcohol within a residence hall must use a closed, opaque container. Responsible use of alcohol is expected. Residents found to be intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed into the residence hall; this assessment could include a call to emergency response or local law enforcement officials.

Drinking is not permitted in hallways, lounges, lobbies or other public areas of the residence halls. Alcohol is not permitted at any University Residence Hall-sponsored program or event.

Large containers or volumes of alcohol are not permitted in the University Residence Halls. This includes kegs, cases, party balls and other containers larger than one gallon. Empty alcohol containers will be viewed as evidence of consumption and may subject individuals to the University disciplinary process.

Providing alcohol to individuals less than 21 years of age or possession of alcohol by individuals under age 21 are violations of criminal law and University policy. Any resident suspected of violating any

University rule pertaining to alcohol or a City or State law may be subject to disciplinary action by the University and/or response from local law enforcement. Disciplinary action on the part of the University could include adjudication by DHFS staff or a referral to the Office of the Dean of Students.

Appliances

Most electrical appliances will place strain on the wiring system which creates a fire hazard. All appliances used in residence halls must be U.L. approved and should be properly maintained by the student. By order of the University Fire Marshal, the use of any appliance with open heating coils is prohibited. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

Allowed Appliances

Blenders
Coffee Grinders
Coffee Pots (12 cups and under)
Electric Can Openers
Food Dehydrators
Hot Pots
Juicers

Banned Objects and Appliances

These objects are banned under Fire/Life Safety regulations as stated in the Residence Hall Manual. Residents found in possession of banned objects are subject to disciplinary action.

Any Appliance with Open Heating Coils	Incandescent bulbs
Bread Maker	Lofted furniture not supplied by DHFS
Candle with a burned or unburned wick	Microwave (other than the one provided by DHFS)
Coffee/Drink Warmer	Neon lights
Crock Pot	Paper lamp shades or lanterns with bulbs
Deep Fryer	Paper on your door (larger than two 8x11)
Electric skillet or griddle	Refrigerator (other than the one provided by DHFS)
Electric wok	Rice Cooker
Explosives	Soldering iron
Facsimile of a weapon	Space heater
Fireworks	Toaster
George Foreman Grill	Toaster oven
Halogen lamps over 120 watts	Toxic chemicals
Hamburger cooker	University furniture not assigned to you
Homemade furniture	Weapons
Hot plate	

Asbestos and Lead-Based Paint

Some areas in the residence halls have asbestos-containing materials (ACM) and lead-based paint present. Jester Center and Whitis Court have a low percentage of ACM present in the ceiling texture. Most of the other residence halls have intact ACM associated with floor tile and pipe insulation. Lead-based paint may be present in doorframes, window frames or other painted surfaces. Students should not disturb sprayed-on ceiling materials, drill holes in walls or the ceiling, or otherwise disturb room finishes and pipe insulation. If cracked or deteriorated materials are present in a room, fill out a [Maintenance Request Form](#). It will be determined if asbestos or lead-based paint is present and, if so, what measures are needed to correct the situation. ACM and lead-based paint are managed by the University's Office of Environmental Health and Safety (EHS) Operation and Maintenance Program.

Banners (see Posters)

Bathrooms

Community Bathrooms

It is the responsibility of each resident to help keep the community bathrooms clean and usable for other residents between scheduled cleaning by Building Services Staff. Toilet paper is provided in community bathrooms. Community bathrooms are designated as male or female. Community baths with locking devices should remain locked and are accessible by entering your bathroom code. To ensure the safety and privacy of your floor community, do not share the bathroom code.

Connecting/Private Bathrooms

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper is not provided in connecting or private bathrooms. Cleaning of private or connecting bathrooms is subject to an additional fee of \$120 (divided by the number of residents using the bathroom).

Bevo Bucks (see Dine In Dollars)

Bicycle Storage

Bicycle racks are located near each residence hall. Lock bicycles on the racks provided. Bicycles may not be chained to sign posts, railings or any other University property. Upon mutual consent of roommates, bicycles may be stored in residence hall rooms provided the exit from the room is not obstructed. Bicycle hooks or other physical alterations to the ceilings, walls, closets or furniture may not be made to accommodate bicycle storage. Bicycle hooks or other physical alterations found in rooms will be removed at the resident's expense.

Freestanding bicycle-storage units available from retailers are permissible. Bicycle storage in hallways, lounges, stairwells or other public space is not permitted. Bicycles secured in public areas will be removed by University staff and impounded by the UTPD. The removal charge is \$50.

Pedals and other protruding parts may scratch walls and cause personal injury to others. When transporting your bicycle indoors, you should avoid causing congestion or tracking dirt into the hall. Bicycles may not be ridden indoors. Violations of the Bicycle Storage Policy may result in disciplinary action and loss of privilege to store your bicycle indoors. The owner of the bicycle will be responsible for all expenses and fines associated with facilities damage and/or removal of the bicycle.

Campaigning and Election Activities

Speakers' forums on political issues may be held in designated public areas of residence halls when co-sponsored by the University Residence Hall Association or the Residence Hall Council of the building where the event is held. Only registered student organizations can sponsor advertisements in the University Residence Halls on behalf of a specific candidate, local, state or national political office. Organizations may not campaign in public areas of the halls or door-to-door.

Display of signs and posters in the window of individual student rooms is permissible provided they are not in violation of the Institutional Rules on Student Services and Activities.

Candles and Incense

By order of the University Fire Marshal, candles, incense or other open-flame devices may not be burned in student rooms. Candles are not permitted in student rooms as decoration. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

Care of Facilities

Students are responsible for maintaining their rooms in a neat and orderly fashion at all times. "Neat and orderly" includes maintaining an acceptable level of cleanliness and a room free of mold, mildew, trash and debris. Residence Life and Building Services staff conducts health, fire and life safety room inspections twice each semester. Students found in violation will be given 48 hours to remedy the situation. Failure to take corrective actions will result in disciplinary action, including a room-cleaning fee of \$50 for each resident. Cleaning of private or connecting bathrooms is subject to an additional fee of \$120 (divided by the number of residents using the bathroom).

Students are encouraged to personalize their room. When personalizing the room, students should take into account the following guidelines:

- Students should not drill or nail holes in walls, ceilings, doors or furniture.
- Tack strips, bulletin boards or removable adhesive tape should be used to mount items on walls, doors and furniture.
- Decals, posters, tacks, adhesive tape or other items should not be affixed to the ceiling.
- Students may not paint rooms. Paint requests can be submitted through your area desk.
- No more than 20 percent of any wall may be covered with posters or other flammable materials, including curtains.
- Cloth or paper materials should not be used to cover lighting.
- Furniture may not be disassembled unless specifically designed for this purpose.
- Stickers should not be adhered to furniture, walls, doors or ceilings.
- Students should be familiar with residence hall guidelines pertaining to approved and non-approved items.
- Street signs, cones, barricades, etc. that have been illegally acquired are prohibited.
- Residence hall rooms must be returned to their original condition upon check-out, including removal of adhesive tape, cleaning and furniture arrangement.

Residents who violate these policies are subject to disciplinary action and charges.

Check In/Check Out Procedures

Check In

Upon arrival at the residence halls, all residents are to attend a wing meeting and an emergency preparedness meeting with their floor. This is a great opportunity to meet neighbors as well as learn the policies and procedures of living in the residence halls. It is your responsibility to claim your Room Condition Form (RCF) that was created by your RA within 48 hours of checking into your room. A link to the RCF can be found on the [My Housing](#) site. Please annotate any differences in the condition of your room on the form. If pre-existing damage is not noted on the RCF or if an RCF is not claimed, charges may be assessed at check-out. Charges noted at check-out cannot be appealed if the discrepancy is not listed or if a claimed RCF is not on file.

Check-Out

Residents are encouraged to vacate within 24 hours of their last exams or by 9 a.m. the day following the last final examination scheduled during the general university exam period, whichever is earlier.

Residents checking out during the academic year need proper clearances from Housing Reservations. Residents are not released from their room and board contract except for reasons described in the terms and conditions. Contact DHFS Housing Reservations, 512-471-3136 or housing@austin.utexas.edu, with questions regarding the terms and conditions of the room and board contract.

Failure to follow established check-out procedures or to check out by established check-out deadlines will result in a \$50 improper check-out charge, in addition to any charges for damage, cleaning or lost keys. Residents who fail to check out the last day of the contract period or within 24 hours after withdrawal from the university are also subject to a \$50-per-day room charge for the holdover period.

Residents may choose either Regular or Express Check-Out.

Regular Check-Out

Students sign up for a check-out appointment with their Resident Assistant. The room must be clean and clear of all personal belongings. The student must return the room key, view the Room Condition Form as the RA completes it and pay any damages for their record to be properly cleared. Students should discuss discrepancies with the Resident Assistant during the room inspection and come to an agreement.

Express Check-Out

No check-out appointment is necessary. Express Check-Out envelopes can be picked up and returned to the front desk. Students must have the room clean and clear of personal belongings. The room key must be returned for the student's record to be properly cleared. By choosing the Express Check-Out option, students waive the right to be present when their room is inspected for damages. Damages found during later inspections will be billed to the student.

Damages

Damages found during inspections will be billed within 30 days of the check-out date. You will receive an email when the bill is added to your account. You may check the [What I Owe](#) page to view your balance.

Computer Labs

Assignments

Residence Hall	Labs to Use
Andrews	Andrews, Kinsolving
Blanton	Andrews, Kinsolving
Brackenridge	San Jacinto, Creekside, Jester West
Carothers	Andrews, Kinsolving
Creekside	San Jacinto, Creekside, Jester West
Duren	Andrews, Kinsolving
Jester East	Jester West, San Jacinto, Creekside
Jester West	Jester West, San Jacinto, Creekside
Kinsolving	Andrews, Kinsolving
Littlefield	Andrews, Kinsolving
Moore-Hill	San Jacinto, Jester West
Prather	San Jacinto, Jester West
Roberts	San Jacinto, Jester West
San Jacinto	San Jacinto, Jester West
Whitis Court	Andrews, Kinsolving

The University Residence Hall Computer Lab staff strives to provide a quiet environment that supports the academic programs at the University. By entering the lab, users agree to follow normal standards of ethics and polite conduct in their use of shared computing resources. Priority is given for academic-related purposes. When the lab use is heavy, residents using a computer for non-academic reasons may be asked to surrender their computers.

Computer labs are located in Kinsolving, Andrews, Creekside, San Jacinto and Jester West. For the exact location within each building, ask your RA. All equipment and software are provided free of charge to residents. Each lab has computers and a multipurpose laser printer copying functionality. Laser color printers are located in the Kinsolving and Jester West and San Jacinto computer labs. Microsoft Office suite, graphics, desktop publishing, C++ and Java compilers, and Internet access software are provided.

Lab assistants are available in Kinsolving and Jester West to help both novice and experienced computer users during lab hours. Andrews, San Jacinto and Creekside computer labs are not staffed. You will need your University ID to access all computer labs.

You must have Bevo Bucks to print in the DHFS computer labs. All pages printed in the University Residence Hall Computer Labs are paid from your Bevo Bucks or departmentally funded accounts.

Policies

1. Users must present their University ID cards upon entering the lab. Users agree to abide by University and DHFS policies regarding network usage.
2. A USB flash drive or web storage is required to save your work or downloads. Users may not permanently save or download files onto the hard drives. Files will be erased upon logout.
3. All users are subject to the University of Texas IT Policies posted at <http://www.utexas.edu/its/policies>.
4. Users may not make copies of lab software. Violators are subject to permanent expulsion from University Residence Hall Computer Labs and disciplinary action.
5. The lab can only be open during hours previously approved by DHFS.
6. Only residents of the University Residence Halls are allowed in the lab. Non-residents may not enter the labs for any reason.
7. Respect other's privacy - don't access their files and e-mail, or send harassing and objectionable messages.
8. Network access may not be used for monetary gain or for business activities of groups or organizations.
9. Follow the same standards of conduct on the network as you would in the residence halls.
10. Don't modify or tamper with network services, wiring and lab ports.
11. Don't access materials that may be distracting or offensive to other users.
12. Don't remove any lab materials.
13. Be courteous to other users. Always use headphones when listening to music or sound files.
14. Tobacco use, eating and drinking are not permitted in the labs.

Hours

The Residence Halls Computer Labs are open 24 hours a day, seven days a week to provide greater convenience and service to our users. To enter a computer lab, please swipe your UT ID in the card reader. Only residents have access to the computer labs. Please respect this policy.

The labs may be closed or operate on reduced hours during university recognized holidays (e.g., Spring Break). Our labs are monitored 24 hours a day so please be respectful of our rules and policies. We hope you take advantage of the 24-hour access and that it is beneficial to you.

Lab Assistants will be available in Jester West and Kinsolving to answer questions. Please email dhfs-Complabs@austin.utexas.edu if you encounter any problems in the labs. Staff will be available in these labs at the following times:

Monday-Thursday	10 a.m.-Midnight*
Friday	10 a.m.-5 p.m.*
Saturday	Noon-5 p.m.*
Sunday	2 p.m.-Midnight*

* Staffed hours may be modified based on staff availability, but we will make every effort to staff the Kinsolving and Jester West labs during these hours.

Computer Resources

The university offers a wide range of computer services to students, from e-mail accounts to Internet connectivity. These computer resources exist to complement the educational mission of the university

and must be used appropriately. You are responsible for any network activity that takes place from the ports located in your room. Each resident has the obligation to ensure that he or she uses university computer resources (including university equipment, networks, user accounts, and Ethernet connections) in accordance with university policy and applicable laws. Many of these policies can be found on the [ITS Web site](#).

It is a violation of university policy and federal law to participate in copyright infringement. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs and written material. Violators are subject to university discipline, including suspension and legal liability.

Contracts for Housing

Your contract is the document you signed or agreed to in order to reserve space in the residence halls. It is a legally binding contract containing important information, and you are expected to be familiar with all of the contract provisions. Here are a few important business details, some of which come from your contract.

For the Long Session residence halls will close at 9 a.m. the day following the last day of final exams of the spring semester. Students graduating at the end of the spring semester will be provided housing without additional charge until 9 a.m. the day following commencement. Seniors must send a written request or e-mail to the DHFS [Housing Reservations Team](#) by the 1st Friday of December. After that date, requests will be accepted if space is available. Dining centers may be closed during these times. The contract also entitles DHFS to mandate a resident change rooms or halls as well as terminate the contract based on the contract's provisions.

Contract Release

Residents will not be released from their room and board contract except for reasons described in the terms and conditions. Release from your residence hall contract is granted only if you are no longer enrolled with the university. The Terms and Conditions of the contract should be reviewed for specific details. If you leave the residence halls, you are still liable for all room and board charges per the Terms and Conditions of your contract. If you have additional questions, contact the DHFS Housing Reservations Team at 512-471-3136 or e-mail housing@austin.utexas.edu with questions. If you are asking to be released from your contract based on what the Terms and Conditions allow, please fill out the [Housing Contract Release Request](#) and send it to our office at PO Box 7666, Austin, TX 78713-7666.

Courtesy and Quiet Hours

Quiet hours are enforced in all residence halls from 10 p.m. to 9 a.m. The noise level during these hours should be such that if the room door is closed, a person walking down the hall could not hear anything. The use of headphones is strongly encouraged for music and video games. Beginning the week before final exams through the end of final exams, a 24-hour quiet period is expected. It is essential that residents' sleep and study needs are particularly respected during final exams. At all times, courtesy hours are in effect.

Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The same guidelines outlined under Courtesy and Quiet Hours apply to the playing of musical instruments.

For a community atmosphere to develop and flourish, residents must show respect and courtesy toward each other. This particularly applies to requests made of you by other residents concerning noise reduction or other community concerns. Students who continuously fail to maintain appropriate quiet hour standards may be reassigned to another area and may be subjected to disciplinary actions.

Residents who violate quiet and courtesy hours are subject to disciplinary action.

Decorations

During holiday seasons, door decorating contests or special occasions; doors, lobbies and floor lounges may be decorated. Decorations must be removed within five days of the day areas are decorated. However, lights, candles and other flammable materials may not be used. By order of the University Fire Marshal, holiday lights are prohibited. Reasons for prohibiting holiday lights in residential areas include:

1. Residents may not always be present when lights are on.
2. A UL rating may be lacking and/or the quality of the lights may be inferior.
3. Due to fire safety hazards, fresh cut Christmas trees are not allowed in the buildings.

Dine In Dollars and Bevo Bucks

For an academic year, Fall and Spring each resident receives 1,500 Dine In Dollars and 300 Bevo Bucks.

Hand your UT ID card to the cashier of each participating location to use your Dine In Dollars or Bevo Bucks. The cashier will swipe your card and your account will be deducted for the amount charged. You may view or download your transactions from the web.

Dine In Dollars

- Are accepted in most DHFS locations and you receive a 10 percent discount on food items.
- You are charged the **reduced residential price** when used at buffet dining centers in Kinsolving Dining and J2 (Jester Second Floor).
- Add funds to your account at any time. Students should keep track of their Dine In Dollar balance. When the system finds a zero or near zero balance in Dine In Dollars, Bevo Bucks will be used. It is the student's responsibility to transfer funds from Bevo Bucks to Dine In Dollars to continue to receive the reduced residential price.
- After you leave the residence halls, your remaining Dine In Dollars are transferred to a non-resident plan that is called a rollover plan. The rollover plan may be used for one semester at DHFS locations before they are forfeited. This plan will receive a 10% discount on food items. Students returning to live in the residence halls the following semester may continue to use their remaining Dine In Dollars.

Bevo Bucks

- Are used at **participating merchants** on or off campus for purchases.
- Are used for laundry and vending in the residence halls.
- Receive a 10% discount on food items in all DHFS dining centers.
- Funds can be transferred to Dine In Dollars account.
- Add funds to your account at any time.
- Funds are refundable after graduation.

Your meal plan includes Dine In Dollars and Bevo Bucks. Amounts in each plan will vary depending on semester.

Bevo Bucks are included as a portion of your meal plan; however you must [join the Bevo Bucks program](#) if you wish to add Bevo Bucks.

Keep track of your Dine In Dollars and Bevo Bucks through the [DHFS Web site](#).

Dining Center

It is your responsibility to conduct yourself in a mature manner at all times while in the dining center. Your cooperation is fully appreciated by your fellow residents. Meals served in the Kinsolving and J2 (Jester Second Floor) dining centers are buffet style; however, all food items must be eaten in the dining center. Use the tongs provided; do not handle food with your hands. Only items that you are eating may be carried out of the dining center (e.g., ice cream).

You are expected to help dining center staff provide better service by bussing your own dishes, including disposing of paper waste in the trash and recycling receptacles and putting silverware in the containers provided. Please pick up newspapers and reading materials. Please be considerate of other diners from 11 a.m. – 2 p.m., due to limited space we ask you to please leave the dining room after finishing your meal.

Tables and chairs should not be rearranged, and should be returned to the original position when you finish your meal. Shirts and shoes must be worn in the dining center. Creating unnecessary mess, not properly bussing dishes and wasting food increases staff and food costs. If you see a diner engaging in these behaviors, please ask them to stop, or notify a dining center supervisor or resident assistant (RA).

Disability (see [Services for Students with Disabilities](#))

Donation Drives

Campus and non-campus organizations may request approval to conduct donation drives (blood, books, clothing, canned goods, etc.) in lobby areas of the University Residence Halls when the collection directly benefits a charitable organization. Door to door collections are not permitted. Donation drives may not be conducted in residential dining halls or convenience stores.

Individual Residence Hall Councils (RHC), in conjunction with approval from the building Hall Coordinator, may sponsor collections in their own residence hall. When a group is requesting that collections be made in every residence hall, the University Residence Hall Association (URHA), in conjunction with approval from the URHA advisor, may sponsor the collection. Only one organization will be approved to collect items during any one given time period.

The approved organization is responsible for providing the collection bins, a sign on the bin indicating which charity benefits from the collection and the sponsoring organization, including the sponsoring building RHC or URHA, and regular pick-up of the collection bins. The collection period is limited to a maximum of one week.

Door Access

All residence halls are equipped with door access. To enter the residence halls, you must have a University ID card. These may be obtained at the [University ID Center](#) at 512-471-4334. You can increase your safety by using the residence hall access system properly. This includes not allowing others to gain access through a door you have opened, securing your card and not propping doors open.

Entry after midnight, residents must enter through the following doors or by using an ID card. It is a policy violation to circumvent monitored access points to residence halls.

Andrews:	use Carothers lobby door
Brackenridge:	use Roberts north or south lobby door
Blanton:	use Carothers lobby door
Carothers:	use Carothers lobby door
Creekside:	front and rear door
Duren:	front door
Jester East:	main and south lobby of Jester East **
Jester West:	main and south lobby of Jester West **
Kinsolving:	front door
Littlefield:	use Carothers or Littlefield lobby door*
Moore-Hill:	front door
Prather:	front door
Roberts:	use Roberts north or south lobby door
San Jacinto:	front door
Whitis Court:	front door

*Littlefield door accessible until 4 a.m.

**JE and JW south Lobby doors accessible until 4 a.m.

Door Propping

Doors should never be propped. This includes room doors, locked doors to hallways, bathroom doors and exterior doors. The lock disabled or the door held open for an unknown person creates a safety risk to all residents. Doing so is a violation of residence hall policy and subject to disciplinary action.

Drain Cleaners

Drain cleaners should not be used to unstop a clogged drain. Drain cleaners are caustic, can damage fixtures and can be hazardous to maintenance personnel. If you have a drain problem, a plumber needs to make necessary repairs. Fill out a [Maintenance Request Form](#) to report slow drainage. Report an overflowing drain directly to the area desk.

Drugs

The possession or use of illegal drugs or drug paraphernalia as well as the illegal use of medically prescribed drugs is prohibited in or about the residence halls and is considered a violation of the

Institutional Rules. The possession or use of illegal drugs may result in suspension from the University, removal from the residence hall, and suspension of other rights and privileges

Any student in violation of the University's regulations pertaining to drugs who is not suspended or expelled should expect, at minimum, to lose the privileges of living in and even entering the residence halls. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action.

Elevator Safety

- If someone in the elevator with you makes you feel uneasy, get off at the next floor.
- If you are accosted in an elevator, hit the alarm button and as many floor buttons as possible.
- Report incidents to your RA and UTPD immediately.
- If you are stuck in the elevator, use the phone inside the elevator to contact the 24 hour desk and notify them of the elevator problem.
 - Inform the desk staff member which elevator is stuck. The elevator number is located on the inside panel of the elevator.
 - Inform the desk staff member on which floor the elevator is stuck, and how many people are inside the elevator.
 - Desk staff will notify emergency personnel of the problem.
 - Wait for emergency staff assistance. Remain calm. Do not attempt to pry the elevator doors open.

E-mail

E-mail is a mechanism for official University communication to students. The University will exercise the right to send e-mail communications to all students, and the University will expect that e-mail communications will be received and read in a timely manner. Every student must provide the University with his or her official e-mail address using [the online Address Change form in UT Direct](#). The student's official e-mail address is the destination to which the university will send official e-mail communications.

It is the responsibility of every student to keep the university informed of changes in his or her e-mail address. Consequently, e-mail returned to the University with "User Unknown" is not an acceptable excuse for missed communication.

All admitted and enrolled students may claim an e-mail address at no additional cost as provided by Information Technology Services. See the [UT mail Web Site](#) for information on obtaining an e-mail address.

[University Electronic Mail Student Notification Policy](#) (Use of E-mail for Official Correspondence to Students)

Emergency Communications

In the event of a residence hall or campus wide emergency, the Division of Housing and Food Service and the University will use various methods to communicate with students. In most incidents, emergency communications will provide instruction on Shelter in Place or Emergency Evacuation.

Emergency Websites

When applicable the DHFS emergency and UT websites will be updated with current information Check back often for updates.

- **DHFS Emergency Website**
 - Look for the “Emergency Info” link at the top of the DHFS Website to find the most up to date emergency information.
- **UT Emergency Website (www.utexas.edu/emergency/)**

Campus Siren System

The campus siren system will activate to inform students that a dangerous situation exists. Verbal instructions will accompany the siren. Students should immediately seek indoor cover when the alarm activates. Once indoors students should seek cover away from windows and listen for further instructions.

Residence Hall Fire Alarm System

Residence Life staff will utilize the fire alarm system as a primary method to communicate with residence hall students.

Evacuation

The activated fire alarm will notify students to exit the building.

Shelter in Place

The loudspeaker function of the fire panel will be used to:

- Inform students that a dangerous situation exists requiring them to take cover indoors; stay down and away from windows.
- Inform student to limit cell phone usage so that cell phone towers are not overwhelmed and can be used for emergency communications.
- Inform students to remain secure until an all clear signal is given.
- Inform students to monitor the DHFS/ UT emergency websites for information. (See below for more information about these websites.)

Door to door communication

Resident Assistants will utilize this method if it is determined that going door to door does not place them in harm’s way.

Message Board

Area desks will utilize message boards to provide information to students.

Email

DHFS will use email as a secondary means to communicate information to students.

Information Channel

The information channel (10) will be updated with emergency information when applicable.

Campus Text Service

Students may subscribe to **Campus Text Alerts** to receive text messages.

DHFS Emergency Text Service

Students may **subscribe** to the DHFS text messaging system.

Emergency Resident Contact Website

The DHFS will activate the Emergency Resident Contact website when an emergency arises that requires students to be out of their building or away from campus for an extended period. In this situation, students should visit the DHFS emergency website to check-in to verify that they are safe, and to provide updated contact and current location information.

Evacuation

If there is a need to evacuate the building, students will be alerted through either the fire alarm system (for fires), or through the intercom system (for other emergencies requiring evacuation of the area). Every time the fire alarm system and/or intercom system is activated, students must immediately evacuate. The fire alarm system is designed to give priority during an evacuation to residents who face the most imminent risk. By design, if an emergency is detected, in addition to ringing on a floor, the alarm will sound on the floor above and the floor below. The alarm will also sound in the stairwells to alert residents who may be entering the building. The alarm will sound on successive floors as the need arises; therefore, as the fire spreads, additional alarms would sound in areas to where the fire has spread. If an emergency is detected on the main floor or in an elevator shaft, the entire building will alarm. In the event of an emergency, the fire alarm and intercom system will be used to advise residents of appropriate measures to take.

Upon hearing the fire alarm and/or evacuation instructions over the intercom, students should put on appropriate clothing for outside weather conditions, turn off room lights and lock the room door. If smoke is visible, students should take a dampened towel to cover mouth and nose. Calmly and quietly follow the nearest illuminated exit sign to the building exit. Do not use elevators for evacuation. Proceed to a safe zone. Watch out for prevailing winds to avoid smoke and burning embers that may exist. Stay off the streets to allow easy access to the building by emergency personnel. Failure to evacuate could result in serious injury. Residents who fail to evacuate during an emergency are subject to disciplinary action.

Evacuation Assistance

Residence Life staff will provide a confidential list of students needing assistance during evacuations to fire safety and police personnel. Students may request in writing to the area desk to be added or removed from this list at any time during the year.

Evacuation Route

A map listing evacuation routes is located on the inside of your room door. It is a violation to cover up the instruction and evacuation map with any item.

Andrews Evacuation Areas

- If exiting the south side of Andrews, proceed to the area near the Geography Building.
- If exiting the north side of Andrews, proceed to the side of the quad that is away from the fire.

- If exiting through Blanton entrance (east side), proceed across University Ave. to Burdine.

Blanton Evacuation Areas

- If exiting the west side of Blanton, proceed to the side of the quad that is away from the fire.
- If exiting the east side of Blanton, proceed across University Avenue to Burdine.

Brackenridge/Roberts Evacuation Areas

- If exiting on the north side of Brackenridge/Roberts, proceed across 21st Street to Moore-Hill.
- If exiting on the south side of Brackenridge/Roberts, proceed to the Prather side of the courtyard.

Carothers Evacuation Areas

- If exiting the west side of Carothers, proceed across Whitis to the Communications Building.
- If exiting the east side of Carothers, proceed to the side of the quad that is away from the fire.
- If exiting through the 1st floor of Andrews, exit south and proceed to the area near the Geography Building.

Creekside Evacuation Areas

- If exiting on the west side of Creekside, proceed across the bridge to the volleyball court area.
- If exiting on the east side of Creekside, proceed to the parking lot (garage) area.

Duren Evacuation Areas

- If exiting the North side of Duren proceed across 27th street to the front lawn of Scottish Rite Dormitory.
- If exiting the courtyard area, proceed either north or east through the emergency gates. If existing through the north gate, proceed across 27th street to the front lawn of Scottish Rite Dormitory. Do not cross Guadalupe Street. If existing through the east gate, proceed across Whitis Avenue to sidewalk in front of the church parking lot and the sidewalk in front of Kinsolving.
- If exiting through the main lobby entrance, proceed across Whitis Avenue to sidewalk in front of the church parking lot and the sidewalk in front of Kinsolving.
- If existing the south (alley) exit, proceed east across Whitis Avenue to the sidewalk in front of the church parking and the sidewalk in front of Kinsolving hall.

Jester East & West Evacuation Areas

- If exiting on the west side of Jester, proceed across Speedway to the lawn by the George Sanchez Education Building (SZB).
- If exiting on the south side of Jester, proceed across Jester Circle Drive and go to Clark Field.
- If exiting the east side of Jester, proceed across Jester Circle Drive and go to the courtyard by Prather.
- If exiting the north side of Jester, proceed across 21st Street to the area in front of Gregory Gym.

Kinsolving Evacuation Areas

- If exiting the south side of Kinsolving, proceed across Dean Keeton to Littlefield.
- If exiting the north side of Kinsolving, proceed to the church parking lot area.

- If exiting the east side of Kinsolving, proceed across University Avenue to the area in front of the Student Services Building.
- If exiting the west side of Kinsolving, proceed across Whitis to the parking lot.

Littlefield Evacuation Area

- If exiting the north side of Littlefield, proceed across Dean Keeton to Kinsolving.
- If exiting the south side of Littlefield, proceed to the side of the quad that is away from the fire.

Moore-Hill Evacuation Areas

- If exiting on the south side of Moore-Hill, proceed across 21st Street to Brackenridge/Roberts.
- If exiting on the north or west side of Moore-Hill, follow pathway between pool area and building around to 21st street. Proceed across 21st street to the San Jacinto Plaza.
- If exiting on the east side of Moore-Hill, follow pathway to 21st street. Proceed across 21st street to the San Jacinto Plaza.

Prather Evacuation Areas

- If exiting on the north side of Prather, proceed to the Brackenridge/ Roberts side of the courtyard.
- If exiting on the west side of Prather, proceed across Jester Circle Drive to the parking lot/garage area.

San Jacinto Hall Evacuation Areas

ADA rooms in San Jacinto Hall are considered safe refuge areas for students who may need assistance during an emergency evacuation. Students should contact the San Jacinto Desk to request assistance during emergency evacuations. Only students who have made arrangements may use the room as a refuge during an alarm.

- If exiting on the north side of San Jacinto, proceed across 21st Street to the area in front of Moore-Hill.
- If exiting on the west side of San Jacinto (main entrance), proceed across the plaza to the Brackenridge-Roberts courtyard.
- If exiting on the west side of San Jacinto (south tower), proceed across Jester Circle drive to the grassy areas south of Jester.
- If exiting on the east side of San Jacinto, proceed south along the creek to the grassy area of Clark Field.
- If exiting on the south side of San Jacinto, proceed to the grassy area of Clark Field.

Whitis Court

- Exit the building and proceed through the courtyard or alley toward Whitis Avenue.
- Proceed across Whitis Avenue to sidewalk in front of Kinsolving.

Explosives, Fireworks and Weapons

Fireworks, chemicals, lighter fluid, gasoline, other explosives and flammables, and any weapons that could inflict bodily harm or result in disturbances of the peace are prohibited in the residence halls and on the university campus. Facsimiles, including water guns and air guns, are also prohibited on campus.

The prohibition applies to all persons, students, faculty, staff and campus visitors, and it applies to all areas of the university. Texas law states that possession of firearms, illegal knives, clubs or prohibited weapons on a college campus is a third-degree felony. Residents or any student found in possession of prohibited weapons, or of explosive or flammable materials, are subject to disciplinary action, removal from the residence hall and/or arrest.

Controlled substances and/or the storage or use of chemicals that generate EPA regulated classified wastes (this includes photography development) are prohibited in the residence halls.

Fireworks (pyrotechnics) of any kind are not permitted in the residence halls or on the UT campus under any circumstances. Fireworks can be construed to include, but is not limited to, pyrotechnic devices that make loud noises and/or exude some kind of spark.

Extension Cords

The University Fire Marshal has indicated that use of extension cords or multiple plug converters is prohibited. The University Fire Marshal has approved the use of the following devices when electrical extensions are required:

Approved Electrical Extensions	Prohibited Electrical Extensions
<p>UL Approved Power Strip with Built in Circuit Breaker The power strip must be:</p> <ul style="list-style-type: none"> • Constructed from heavy-duty materials, consisting of 12-, 14- or 16-gauge wire. • A three-wire grounded unit. • Rated for a maximum of 15 amps and 1875 watts and have a built-in circuit breaker. <p>Multi-Plug with Built in Circuit Breaker (note: these will usually have a red or green indicator light). A "multi-plug adapter" with a built-in 15-amp circuit breaker that can be plugged into one wall receptacle is also approved.</p> <p>Universal or Uninterrupted Power Supply Device (UPS). A UPS protects your computer from power surges and failures and allows you to "run" the attached device safely during these times.</p>	<p>Multi-Plug</p> <p>6-way Multi-Plug</p> <p>Indoor Extension Cords</p> <p>Outdoor Extension Cords</p> <p>Holiday Lights</p> <p>Daisy Chained Power Strips</p>

No other devices are allowed. All power strips must be plugged directly into a wall outlet. Power strips may not be plugged into another power strip. Power strips are limited to one per wall outlet.

NOTE: Due to limited electrical outlets in each room, residents of Brackenridge, Moore-Hill, Prather, Roberts and Creekside may plug a power strip into both receptacles in the wall outlet.

Use of unauthorized extension devices presents a fire hazard. Students found in possession of an electrical cord or multiple plug converters will be directed to immediately remove the item and will be subject to disciplinary action.

Facility Usage

Lounges and common areas within the residence halls, outdoor patios, courtyards and amphitheaters directly outside the residence halls are for the use of residents and invited guests. Lounges may be reserved for residence hall activities and only by residence hall staff and residence hall associations. Individuals and/or groups occupying a reserved lounge are expected to relocate when notified that the lounge is reserved.

Priority for use of facilities is given to activities and/or programs that are officially reserved, benefit all residents and the participating audience is comprised of 75 percent residence hall students.

NOTE: Programs or activities co-sponsored by residence hall staff and/or residence hall association officers must comply with DHFS Co-sponsorship Procedure.

Students may not use property, buildings, facilities or University resources to operate a for-profit business. Authorized use must be conducted in compliance with applicable Regents' Rules and Regulations, rules of the institution, University computing policies, and federal, state and local laws and regulations.

Residents who use residence hall facilities for unauthorized purposes are subject to disciplinary action.

Filming in University Residence Halls

The Division of Housing and Food Service will make reasonable efforts to assist University of Texas at Austin students with their film production assignments by making residence hall space available for the film production. Before the Division of Housing and Food Service can approve the filming request, the student/s need to request and secure filming permission from [Office of University Communications](#).

Generally, the residence halls are available for student film projects that are:

- Academically related projects
- Not intrusive to the operation and use of facilities by residents
- Less than four hours in duration
- Limited to public areas or a residence hall showroom (available in Kinsolving, Jester or San Jacinto)

Please submit a description of your film project to: housing@austin.utexas.edu and allow at least five working days for review.

Your description should include the following:

1. Subject Line : Request to Film in Residence Hall
2. Overview of film production, i.e. what you are doing
3. Requested residence hall and specific location
4. Faculty sponsor
5. What is required for your production - any special things for example, do you need to keep residents from using this area while filming, will you be altering the physical location in any way, which items located at the physical location will be included in the shoot (e.g., picnic tables, grill, doorway)
6. Requested date(s) to film
7. Requested time period - how long will it take, number of hours you will be filming
8. Equipment/production crew - What equipment will you use, does it require electrical connections, number of people in film crew

PLEASE NOTE THE FOLLOWING RESTRICTIONS

- Use of residence hall facilities for film projects that are not consistent with the mission of The University of Texas at Austin will not be approved.
- Various locations may require a DHFS staff member to be present during the entire shot. Cost per hour: \$35.00.
- Depending on location and operation of facility, filming may be restricted to normal business operating hours.
- Filming that requires physical alterations to the site will not be approved. Lighting and electrical power is limited what is available at the requested site. DHFS will also not install additional lighting or electrical outlets. The film crew may provide additional portable lighting if necessary.
- Filming in Jester City Limits, Littlefield Patio Cafe and Cypress Bend is allowed. Filming in Jester Second Floor Dining (J2) or Kinsolving Dining Hall is not permitted.
- Residential hallways are considered private areas. Filming in these areas is generally not permitted.

Fire & Life Safety

Fire and life safety is of paramount importance within the residence halls. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe Health, Fire and Life Safety Policies. To enhance fire safety within the residence halls, certain appliances and items are prohibited. If you are not sure about an item, please ask your RA or send your question to DHFS (housing@austin.utexas.edu). Your questions will be presented to the University Fire Marshal's office for a response.

No fireworks (pyrotechnics) of any kind, are not permitted in the residence halls or on the UT campus, under any circumstances. Fireworks can be construed to include, but are not limited to, pyrotechnic devices that make loud noises and/or exude some kind of spark. Residents who violate this policy will be subject to disciplinary action, fines, and removal from the residence halls

Q & A Session

- Responses provided by the University Fire Marshal.
- Q : Is the use of bubble Lamps (AquaScape by Homedics) permitted in the residence halls?
- A : Any type of lamp or electrical device must have a (UL or ULC) tag on the electrical cord or the device itself. The Underwriter's Laboratory or Underwriter's Laboratory Canada places this tag or stamp on the device to indicate that safety testing of the device has been performed. Make sure that the stamp or tag is on the device and that you have accompanying manufacturer information on hand.
- Q : Under what conditions are paper lamp shades or paper lanterns permitted in the residence halls?
- A : Electrical lamps or lighting devices must have a UL or ULC rating conspicuously placed on the cord or somewhere on the device. Holiday lighting, neon light signs, and other similar electrical devices are not permitted. Lamps without bulbs are not permitted in resident rooms. Draperies, clothing, or other cloth materials are not permitted to be placed on or near electrical lighting devices. The heat from the bulbs can emit enough radiant heat to start a fire.
- Q: Are rope lights allowed in the residence halls?
- A : Rope lights are not allowed in the residence halls because they represent a form of sub-standard lighting. It is a risk that we are not willing to take.
- Q : Are we allowed to have charcoal stored in our rooms?
- A : The storing of potentially flammable substances such as gasoline and fireworks is explicitly prohibited in the halls because of their potential danger. Charcoal would fall into this category. Please refer to the Residence Hall Manual, on Explosives, Fireworks and Weapons.
- Q : What is the policy on having multi-plug devices and built-in surge protectors?
- A : The use of multi-plug devices is permitted in the residence halls, as long as they are in the form of what is described as a power strip. Power strips must have a built-in circuit breaker, be constructed of heavy-duty materials (12 -, 14 -, or 16 - gauge wire), be three-wire grounded, and rated for a maximum of 15 amps and 1875 watts. These devices must be plugged directly into the wall outlet and not into another power strip (VERY IMPORTANT!). Multi-plug devices that do not conform to the above guidelines or do not have built - in circuit breakers are prohibited.
- Q: Are residents permitted to have lava lamps in their rooms?
- A: Our campus Fire Marshal has stated that Lava lamps are permissible in resident rooms as long as they are labeled "U. L. Approved." Care should be taken to turn them off when no one is in the room.
- Q: Are heating pads/electric blankets allowed in the dorms?
- A: Yes, if the blankets and heating pads are UL rated and they are plugged directly into a wall plug or power strip.
- Q: Are plug-in air fresheners allowed in the dorms?
- A: No, this type of electrical device is not allowed.

Fire Alarms and Fire Safety Equipment

Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm is activated. By order of the University Fire Marshal and in accordance with NFPA 101 Life Safety

Code, fire drills will be conducted on a regular basis throughout the school year by Residence Life staff and Fire Prevention Services. Failure to evacuate will result in disciplinary action, including a fine. This includes fire alarms in dining centers. Residents and guests will be permitted to re-enter the dining center at no additional charge for up to 10 minutes following the reopening of the dining facility.

Tampering with fire and safety equipment is a violation of state law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action. Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system.

Tampering includes, but is not limited to, disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs.

Covering or hanging anything on fire sprinkler heads or pipes is NOT permitted at any time.

No storage less than 18 inches from light fixture or ceiling is permitted

Any malfunction of fire safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to your area desk. The Division of Housing and Food Service is committed to the prevention of tampering with fire safety equipment and will work with staff, students and University Police to identify responsible individuals. All students with information that can assist in the investigation are encouraged to contact a residence hall staff member or the University Police. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person(s). Reward information will be posted in the residence hall.

Exit Strategy

Have an Exit Strategy! A map listing evacuation routes and instructions is located on the inside of your room door. Review this plan and walk down the hallway and find the closest fire exits and fire safety equipment. It is a violation to cover up the instructions and evacuation map with any item.

Each semester, including both summer school sessions, every open and occupied residence hall conducts planned, unannounced fire drills. It is imperative that residents do not disregard the fire alarm, since you cannot distinguish a drill from an actual fire. If the fire alarm and strobe lights activate in your area, exit the building immediately and report to the evacuation area listed for your building (See [Evacuation Route](#)).

Use of Fire Extinguishers

Fire extinguishers are located in select areas in the residence halls. If you must use one, direct its stream toward the base of the fire. Do not place yourself in danger trying to put out a fire. For more information on fire extinguishers, see [Fire Extinguishers](#).

Smoke Detectors

Smoke detectors are located in each resident's room. Do not cover or hang items from them. Smoke detector malfunctions should be reported immediately. If your smoke detector emits a short beep in a

regularly timed pattern, your smoke detector needs to be serviced. Submit a [Maintenance Request Form online](#) or to the area office to have the unit serviced.

Fire Alarm Pull Stations

Upon seeing smoke or flames, go to the nearest fire alarm pull station, activate the alarm, and evacuate the building. The activation of a fire alarm pull station when no emergency exists is a violation of state law and University regulations. The initiation of a false alarm will result in University disciplinary action, including fines and removal from the hall and/or possible legal action.

Fire Hazards

Flame:	Candles and incense are not allowed in the residence halls.
Lighting:	Only compact florescent lights (CFLs) or LED lights are permitted. Lamps or portable lighting should not be covered with any materials as this poses a fire hazard.
Decorations:	Some decorations ignite easily and allow a fire to spread rapidly. These include holiday decorations, large posters and flammables. Holiday lights are prohibited by order of the University Fire Marshal. (see Decorations)
Trash:	Accumulations of trash and newspapers, especially in corridors and stairways, are fire hazards. Never dispose of hot or lit items in the trash. Place your garbage in the trash collection area on your floor.
Flammable liquids:	Common materials like paint and hair spray can be fire hazards if they are handled improperly.
Appliances:	The appliances in your room, such as popcorn poppers, electric blankets, irons, hair dryers, etc., can be dangerous if mishandled. All should be unplugged when not in use. No extension cords are permitted at any time. (See Extension Cords)



DIVISION OF HOUSING AND FOOD SERVICE • DIVISION OF STUDENT AFFAIRS

THE UNIVERSITY OF TEXAS AT AUSTIN

Division Office • P.O. Box 7666 • Austin, Texas 78713-7666 • (512) 471-3136 • FAX (512) 471-9101

Fire Safety - Parent Notification Letter

Fall/Spring/Summer 2013-14

Dear Parent:

The State Fire Marshal's Office adopted National Fire Protection Association, Life Safety Code 101 [2005 edition] as the fire code that applies to university buildings regardless of when the buildings were constructed. Our Housing Office and UT Fire Marshal have worked closely with the State Fire Marshal to develop projects to implement fire safety measures required by the Life Safety Code.

In addition to working closely with the State Fire Marshal's office, the University hired an engineering firm to manage fire safety projects in the University Residence Halls. The following life safety projects have been completed:

- Upgraded Fire Alarm System-All residence hall completed.
- Hard wired smoke detectors in corridors-All residence halls completed.
- Fire Alarm Pull stations-All residence halls completed.
- Room door closing devices-All residence halls completed.
- Hard Wired Smoke detectors in sleeping rooms-All residence halls completed.
- Fire Sprinklers installed in all buildings.
- Egress improvements to Kinsolving, Moore Hill, Brackenridge, Roberts, Prather and Andrews.

The University is committed to improving fire safety. Since 1995, the Division of Housing and Food Service has spent over \$28 million to upgrade fire safety systems in University Residence Halls.

The University also has in place policies and procedures to improve fire and life safety, including the prohibition of smoking, candles, and incense, and restrictions on open coiled appliances, heating units and halogen lamps. Additionally, the University conducts nightly fire and life safety inspections of residence hall common areas and performs regular fire and life safety inspections of student rooms.

Sincerely,

Hemlata Jhaveri, Ph.D.
Director, Residence Life
Division of Housing and Food Service

Fire Sprinkler System

To ensure proper functioning of the sprinkler system, please observe the following:

- Items should not be hung or attached to the sprinkler head or piping.
- Sprinkler heads should never be obstructed or tampered with in any manner.
- Items should not be hung or stored within 18 inches of the sprinkler head.
- Balls, Frisbees and other items that can damage the sprinkler head are not to be thrown in rooms, hallways or other public areas.

Tampering with the fire sprinkler system is a violation of State law and University regulations, and will result in University disciplinary action, including fines and possible removal from the residence hall and/or legal action.

Fire Safety Awareness

Tampering with fire and safety equipment is a violation of state law and University regulations.

Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system.

Fire Sprinkler Violations	Fire/Life Safety Violations
<p>Hanging Items from Sprinkler Head</p> <p>Placing Items on top of Soffit*</p> <p>Hanging Items from Soffit*</p> <p>Storing Items Within 18 Inches of the Sprinkler Head</p> <p>* Soffit: A box used to cover and protect the sprinkler system. It is considered a part of the sprinkler pipe.</p>	<p>Propping Doors Open</p> <p>Tampering with Smoke Detectors</p> <p>Tampering with Fire Extinguishers</p> <p>Tampering with Fire Safety Related Signage (e.g. evacuation diagrams and exit signs)</p> <p>Tampering with Door Closers</p> <p>Tampering with Fire Alarm System</p>

Health, Fire and Life Safety Inspections

To ensure safety policies are followed, DHFS conducts regular Fire and life safety inspections of residence hall rooms. A fire evacuation drill is conducted in the fall and spring semester of each long session and each summer session. Room inspections are conducted by Residence Life staff, Building Service personnel or the University Fire Marshal. Inspections focus on the following:

- Prohibited items
- Tampering with fire equipment
- Mold, mildew, trash and debris
- More than 20% of wall space covered with posters or other flammable materials

Residents found to be in violation of health, fire and life safety policies during routine inspections or at other times are subject to disciplinary action, including removal from halls, fines and possible legal action. Residents who correct violations after a first violation, and before a follow-up inspection, will not receive a fine if they review educational health, fire, life, policy, and safety information on the DHFS web site and take the Residence Hall Fire, Life, Policy, and Safety Quiz on the reviewed material. A copy of the completed Quiz must be turned in to the appropriate office or desk in order to avoid receiving a fine. This option is not available in cases of tampering or vandalism to fire safety equipment, arson, setting off a false alarm, or discharging of fireworks (including Poppers), explosives or weapons. Subsequent violations of policies beyond the first violation, or failure to correct violations before the follow-up inspection, will result in the resident being referred to the Hall Coordinator for disciplinary action, including possible removal from the hall.

Fire and Life Safety Violations

Tampering with fire life safety equipment is considered a Class A misdemeanor subject to fines and imprisonment. At a minimum, students found responsible for tampering with fire and life safety equipment or students found in violation of fire and life safety policies are subject to the penalties listed in the table below. This includes legal action as well as disciplinary action by the University.

Residents who receive a fine for a first-time fire safety violation may have the fine waived if they review educational health, fire, life, policy, and safety information on the DHFS Web site and take the Fire Safety Quiz on the reviewed material. This option is not available in cases of tampering or vandalism to fire safety equipment, arson, setting off a false alarm, or discharging of fireworks (including poppers) or explosives. Subsequent violations of policies beyond the first violation will result in the resident being referred for University disciplinary action, including possible removal from the hall.

Notice: Senate Bill 1334

Tenant shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector without immediately replacing it with a working battery. Tenant may be subject to damages, civil penalties, and attorneys' fees under Section 92.2611 of the Texas Property Code for not complying with the foregoing notice.

NOTE: State laws, amended in 2001, upgrade the penalty for discharging fireworks and explosives within educational facilities, assemblies and residence hall occupancies from a misdemeanor to a state jail felony offense. Any student found discharging fireworks or explosives is subject to university disciplinary action, fines, and criminal prosecution (including jail time).

VIOLATION (This list does not include damage costs, which will be additional.)	PENALTY
Setting off a false alarm	Minimum of \$1,000
Discharging fireworks, explosives, weapons or other devices that could inflict harm, damage physical property and/or result in disturbance	\$500
Obstruction of fire sprinkler system. Includes hanging items from sprinkler head or obstructing proper operation of sprinkler system. Examples include placing or storing items within 18 inches of sprinkler head (including sprinkler heads in closet), and covering or hanging items from sprinkler	\$100 plus damage costs
Or hanging items from soffit (sprinkler pipe covering) or placing items on top of soffit.	\$25
Tampering with fire safety and sprinkler equipment (including but not limited to smoke detectors, sprinkler system valves, fire extinguishers, fire hoses, alarm horns, fire doors, door closers, exit and safety-related signage or activating sprinkler head).	\$100 plus damage costs
Open flame Having an open flame or use of open flame devices within the residence hall or within immediate surroundings outside any residence hall (except outdoor smoking and grilling).	Minimum of \$100 plus damage costs
Failure to evacuate during a fire alarm	\$50
Possession of banned objects including prohibited appliances, candles, incense, electrical extensions, explosives, fireworks (including poppers), weapons, halogen lamps in excess of 120 watts, neon lights and other prohibited lighting under lighting policy. Toasters and toaster ovens, which are permitted for professional live-in staff, are prohibited for resident use.	\$50 per item
Smoking indoors or in other designated no-smoking areas	\$50
Obstructing a route of fire egress including trash, debris and other physical barriers to egress from room, hallway or stairwell	\$50
Covering evacuation diagram or excessive wall coverings (more than 20% of wall space)	Verbal warning 1st offense. \$25 for each subsequent offense

Fireworks (see Explosives, Fireworks and Weapons)

Food Service

The Division of Housing and Food Service (DHFS) offers a wide variety of dining options for students. Students who live in a University Residence Hall can use their UT ID card to access both Dine In Dollars and Bevo Bucks to pay for meals on campus. Dine In Dollars are accepted in all DHFS-operated locations with the exception of Littlefield Patio Café before 2:00 p.m. and Bevo Bucks can be used on and off campus at [participating locations](#).

We offer "all-you-care-to-eat" or buffet-style dining facilities at reduced pricing for residents. Buffet-style meals are served in Kinsolving Dining and J2 (Jester Second Floor).

[Weekly menus](#) can be found on the DHFS web site, on the Information Channel, and at nutrition kiosks in each dining facility.

Events

To add some fun and excitement to our regular dining services, we host weekly special events ranging from birthday parties to cultural dinners. Detailed information for upcoming events can be found on the Information Channel, DHFS Facebook and Twitter pages, and advertisements on posters and table tents. These special events are held at J2 (Jester Second Floor), Kinsolving Dining Center, and retail locations. Special events contain menu items that are not offered on a regular basis and can be either culturally themed [African American, Mexican American, Mediterranean, Thai, Chinese, Japanese, Texas (Hill Country Bluegrass Festival), Oktoberfest, and Indian] or pertaining to a specific food (Blueberry and Strawberry Festivals, Chocolate Fountain, Cookie or Rice Krispies Treat Decorating, Festival of Fruit, Ice Cream Social, Harvest Dinner, Seafood, Sushi, Vegetarian Dinner and Whole Grains). DHFS also hosts an annual student chef competition at J2. If there is a type of special event that you would like us to host, let us know!

For more information, connect with us on Facebook: facebook.com/UTHousingandFood and Twitter: twitter.com/UTexasDining.

DHFS Nutrition Services

Did you know that the Division of Housing and Food Service has a Registered Dietitian on staff? The Dietitian is available for free, personalized counseling sessions for all students who live and/or dine with the DHFS. To schedule an appointment or for more information contact the Dietitian at 512-232-5636 or visit the DHFS [Nutrition Services website](#) for more information.









Healthy Dining

Healthy Suggestions are provided daily for all DHFS dining locations and can be accessed via the online menu or nutrition information centers. Look for our green "HS" icon to identify healthy options! For more information, please visit our [Healthy Suggestions web site](#).

The "Dine with a Healthy Horn" program, a collaborative effort with University Health Services, gives students the capability to meet in the DHFS dining halls with a peer educator to receive education on how to select healthy choices within the dining halls, and in general, how to build a healthy plate.

Food Identification Icons

The DHFS has an icon labeling system that identifies the top 8 food allergens, along with food items that are avoided for religious and personal reasons. These icons can be found on the DHFS online menu, via nutrition information centers, and on pre-packaged foods. The icons have recently been added to the digital menu boards within the residential dining locations, providing guests with point of purchase information in a quick reference for anything from gluten free and vegetarian options to healthy suggestions.

 Contains Eggs	 Gluten Free
 Contains Fish/Shellfish	 Contains Pork
 Contains Milk	 Contains Beef
 Contains Soy	 Contains Nuts (peanuts & tree nuts)

Online Menu and Nutrition Information Centers

Complete nutrition and ingredient information for all items served in DHFS dining locations is available on our website at www.utexas.edu/student/housing/ under “Dine Here” and “Weekly Menus”. Clicking on the apple above each menu category, and the items will turn into hyperlinks, which can be selected for a full ingredient listing and nutrition facts. This same information is available via “nutrition information centers” that are located in all DHFS dining facilities. These kiosks are large, touch screen monitors that allow you to view the DHFS menus from within our dining locations.

Food Allergies and Special Diets

It is recommended that all guests with food allergies or dietary restrictions consult the Division of Housing and Food Service Registered Dietitian (512-232-5636) for assistance and accommodations. The DHFS can assist you only if you make your food allergies known to us.

The Division of Housing and Food Service does not have an allergen free designated kitchen or serving areas and therefore cannot guarantee that menu items do not contain ingredients that might cause an allergic reaction. Customers need to be aware of this risk, so it is advised to make informed decisions when placing an order. The University of Texas at Austin Division of Housing and Food Service will not assume any liability for adverse reactions to foods consumed, or items one may come in contact with while eating at any University establishment.

Vegetarian and Vegan Dining

Our menus include selections at every meal for vegetarian and vegan diners, including soups, entrées, salad bar, grill and deli selections. Vegetarian and vegan menu items are marked with the following icons to make your dining selections easier.

 Vegetarian: Does not contain meat, poultry, fish or by products.	 Vegan: Does not contain dairy, eggs, meat, poultry, fish or their by-products
--	---

For more information, please see the [DHFS Vegetarian Dining Guide](#)

Suggestions for Food Service

We are always open and encourage new suggestions. Suggestion forms are available at each dining location. If you have any concerns, notify us immediately and detail your problem to a dining room supervisor.

Food Service Locations

Buffet Locations

There are two "all-you-care-to-eat" or buffet-style dining facilities at reduced pricing for residents. All-you-care-to-eat meals are served in Kinsolving and J2 (Jester Second Floor) Dining Rooms. J2 offers unlimited buffet style dining with exceptional service, featuring different daily specials and an assortment of entrees, salads, soups, fruits, vegetables, and sides. One vegetarian soup option and one gluten free entrée are offered at every meal at J2. Enjoy unlimited buffet dining at Kinsolving as well with daily entrée and side specials, hamburgers, salads, soups, pastas, eggs cooked to order, breakfast tacos, and even Texas shaped Longhorn waffles!

A la Carte Locations

Dine In Dollars may be used in all a la carte locations. You receive a 10 percent discount on food items at the following locations:

Jester City Limits Food Court

Located on the first floor in Jester Center, JCL offers a substantial variety of breakfast, lunch, dinner and snack options to satisfy your hunger along with solutions for C-store and grocery needs. Other food and drink stores are also located around the Jester City Limits Food Court:

- Jester City Limits - offers a diverse menu that also addresses special dietary needs. Each month special International dinners are hosted with meals from the likes of Eastern Europe, Japan, Polynesia, The Caribbean, Korea and South Africa.
- Jest A' Pizza - Split a 16" pizza with some friends or grab a personal size pizza just for yourself! Jest A' Pizza also offers warm paninis, grilled cheese, and salads.
- Freshens - Get an energy boost with a healthy smoothie or cool off with a frozen yogurt.
- JesterJava - Proudly brewing warm Starbucks coffee, Jester Java features hot drinks, iced drinks, blended drinks, and baked goods for fuel in the morning or for a pick me up between classes.
- Jester City Market - Stop in to fulfill any C-store needs or stock up on a la carte items such as Starbucks Coffee and Ken's doughnuts.
- Jest A' Texas Store - Find the perfect gift for that special Longhorn or treat yourself to UT branded apparel at Jester's official UT souvenir store.

Littlefield Patio Café

LPC offers al fresco dining under the trees on our expansive patio. Enjoy daily chef's specials, made to order salads, sandwiches and wraps along with pizza, burgers, Starbucks Coffee, Ken's doughnuts and much more. Open for breakfast, lunch and dinner most days. Payment methods accepted include Bevo Bucks, Faculty & Staff Dine In Dollars, Credit Cards and Cash. **Residential Dine In Dollars are accepted after 2 p.m.**

Kin's Market

Located in the Kinsolving Residence Hall, Kin's Market is a convenient stop for a wide selection of a la carte and grocery items such as Starbucks Coffee and Ken's doughnuts.

Cypress Bend

Located in the San Jacinto Resident Hall, Cypress Bend offers a full breakfast menu including many healthy options, a yogurt bar, burgers, quesadillas, wraps, sandwiches, made to order salads, pizzas, a daily Orange Plate special, Starbucks coffee, and Ken's doughnuts. Cypress Bend also offers a wide selection of grocery items for your convenience.

Furniture

Common areas are furnished with tables and lounge furniture for your comfort and enjoyment. Televisions are also provided in selected areas for your use. Furniture or equipment owned by the University may not be moved around in the public areas or removed from the public areas. Furniture that is provided in student rooms and accounted for on a resident's Room Condition Form must remain in the room and cannot be moved from one student room to another or removed from the residence hall. You are subject to disciplinary action as well as a \$50 charge for the unauthorized movement of furnishings or equipment belonging to the residence halls, including dismantling of University-owned furniture, in addition to any necessary repair or replacement costs of moved furniture.

Residents may bunk or loft their beds if they have furniture designed to allow it. Pins for bunking or lofting are available at the front desk. Facilities staff can perform this work for a standard charge by submitting a [Maintenance Request](#) online. The beds must be returned to their original position at the end of the semester unless they were bunked or lofted prior to resident occupancy. Failure to return the bed to the original position will result in a standard charge. Only University-provided beds designed for bunking or lofting may be arranged in such positions. A standard charge of \$50 will be assessed for staff to bunk or loft a bed; to return a bed to its original position; or to otherwise move a bed.

Safety rails for bunked or lofted beds are available upon request. Residents desiring a safety rail must submit a [Maintenance Request](#) online. The rail will be delivered to your room.

Larger beds may be available for residents who have documented proof that they meet the required criteria or have a documented medical need. Large beds are on a first come/first served basis and are only available in certain buildings/rooms due to the size of the student room or the type of construction and may require relocation of the resident to a building/room that will accommodate a larger bed. Documented proof of height and weight is verified by information on the resident's driver's license or state issued identification card or documentation from a licensed physician. The Standard Bed is 39" x 80" (3'3" x 6'8"). Beds may be smaller in certain buildings due to the size of the student room or type of construction.

Students may not construct their own lofts or beds or arrange room furnishings using residence hall furniture or structure or other construction materials (e.g., cinder blocks, wood, etc.) in such a way that furniture is supported by other residence hall furniture or residence hall structure. Water-filled or home-made furniture is not permitted.

Residents who damage or use University property without authorization are subject to disciplinary action.

Gambling

Gambling restrictions established by civil statutes, the rules and regulations of the Board of Regents, and Institutional Rules are enforced in the residence halls. Residents found gambling in the residence halls are subject to disciplinary action.

Guests

Guest Hours

Only residents and their guests are permitted in the residence halls. All residence hall guests staying beyond midnight must be registered (see restricted visitation for Prather and Littlefield). Guests should not be left alone in your room if you are not present on the floor (see Escort Procedures). For security reasons, overnight guests are not permitted before the beginning of classes, holidays or final examination periods.

All residence halls will be locked at or before midnight, seven days a week. Residents returning to the residence halls will be admitted upon presentation of proper identification (university ID). For your own protection, you are urged to tell your roommate or your RA about unusual destinations and expected times of return. Guest hours are subject to change during Thanksgiving weekend and spring break. Guests are required to sign in upon entering the residence halls. Failure to follow established guest hour policies will result in disciplinary action and forfeiture of guest privileges.

Guest Hours for Prather and Littlefield (Restricted Visitation)

Only residents and their guests are permitted in the residence halls. All residence hall guests staying beyond midnight must be registered. During these times, you may have guests from other floors, from other residence halls or from off-campus as long as they are properly escorted (see Escort Procedures).

Guest hours for the Prather and Littlefield Residence Halls are:

Sunday-Thursday: 10 a.m.-11:30 p.m.

Friday-Saturday: 10 a.m.-1:30 a.m.

To alter guest hours, two-thirds of all residents in the designated living group must vote by secret ballot in favor of any change. A floor meeting will be held during the first week of classes to provide information about the policy and how it affects the living environment. You are encouraged to promote a positive community atmosphere in the living unit and are responsible for enforcing the policies that have been established. Residents may only vote at the start of each semester to increase guest hours, but may vote at any time during the semester to reduce guest hours.

After the 12th class day of the fall semester, guest hours may be reduced or expanded within the following maximum times:

Sunday-Thursday: 10 a.m. - 1 a.m.

Friday-Saturday: 10 a.m. - 2:30 a.m.

During these times, you may have guests from other floors, from other residence halls or from off-campus as long as they are properly escorted (see Escort Procedures).

Opposite-sex guests are not permitted to visit your room at any time other than during designated guest hours. Guests should not be left alone in your room if you are not present on the floor. For security reasons, overnight guests are not permitted before the beginning of classes, holidays or final examination periods.

All residence halls will be locked at or before midnight, seven days a week. Residents returning to the residence halls will be admitted upon presentation of proper identification (university ID). For your own protection, you are urged to tell your roommate or your RA about unusual destinations and expected times of return.

Guests/Overnight

You are responsible for your guest's behavior. By bringing a guest into the living environment, you must be willing to assume responsibility for your guest's behavior. Guests are subject to the policies and procedures under which University Residence Halls operate. It is your responsibility to inform your guests of residence hall policies and procedures and to encourage compliance. While you cannot control another person's behavior, you can control who you choose to have as a guest.

The decision to have an overnight guest must be mutually agreed upon by you and your roommate.

Guests may be invited to spend a maximum of consecutive 72 hours in the hall in any given 7-day period (see restricted visitation for Prather and Littlefield). No more than two overnight guests per room will be allowed. The host must register overnight guest(s) at the 24-hour desk for their hall. By registering a guest, the host is affirming that the stated individual is their guest and not the guest of another resident. It is a violation of university policy to register a guest under "false pretenses" in order to bypass existing guest hour policies. When the overnight guest is registered, the host must escort the guest at all times within the building.

Failure to register an overnight guest is a procedure violation and will result in disciplinary action.

Mattresses or other bedding materials are not available for check out. Sleeping bags, foam pads and air mattresses may be rented through **Recreational Sports**. For security reasons, overnight guests are not permitted before the beginning of classes, holidays or final examination periods. The Hall Coordinator may grant exceptions for immediate family.

Residents who violate the guest hour and overnight guest procedures are subject to disciplinary action.

Guests/Overnight for Prather and Littlefield (Restricted Visitation)

You are responsible for your guest's behavior. By bringing a guest into the living environment, you must be willing to assume responsibility for your guest's behavior. Guests are subject to the policies and procedures under which University Residence Halls operate. It is your responsibility to inform your guests of residence hall policies and procedures and to encourage compliance. While you cannot control another person's behavior, you can control who you choose to have as a guest.

The decision to have an overnight guest must be mutually agreed upon by you and your roommate.

Same sex guests may be invited to spend a maximum of consecutive 72 hours in the hall in any given 7-day period. No more than two overnight guests per room will be allowed. The host must register overnight guest(s) at the 24-hour desk for their hall. By registering a guest, the host is affirming that the stated individual is their guest and not the guest of another resident. It is a violation of university policy to register a guest under "false pretenses" in order to bypass existing guest hour policies. When the overnight guest is registered, the host must escort the guest at all times within the building.

Failure to register an overnight guest is a procedure violation and will result in disciplinary action. Mattresses or other bedding materials are not available for check out. Sleeping bags, foam pads and air mattresses may be rented through **Recreational Sports**. For security reasons, overnight guests are not permitted before the beginning of classes, holidays or final examination periods. The Hall Coordinator may grant exceptions for immediate family.

Residents who violate the guest hour and overnight guest procedures are subject to disciplinary action.

Guest Escorts

Guests must be escorted when visiting you. This applies to same-sex and opposite-sex residents of other residence halls, opposite-sex residents of the same hall, as well as off-campus visitors. All persons entering any residence hall may do so only if on official business with the hall desk or to visit residents. There are house phones located in each of the residence hall main lobbies and in each elevator lobby in Jester Center. The phones should be used by guests to alert you of their arrival.

If you live on a coed floor, opposite-sex guests are only allowed in your room during guest hours. If you live on a single-sex floor, opposite-sex guests are only allowed on your floor or in your room during guest hours (see Guest Hours and Guest Pilot Program).

The Escort Procedures protect students from unwanted solicitation as well as preserves the safety and security of the residence hall community. It is important that you and your guests understand and comply with these procedures. It is your right as a resident to ask individuals for identification and if they belong in your building. This includes unescorted guests and individuals who tailgate into the building. Noncompliant individuals should be reported to the desk or a residence hall staff member. Residents who do not escort their guests are subject to disciplinary action.

Housing Family Members from Evacuated Areas

The University, in conjunction with the City of Austin and County resources, will implement an Emergency Operations Center to respond to the situation. The University residence halls will open their

doors to family members of residents who live in areas most impacted by adverse weather conditions. Other accommodations will need to be made for family pets.

- Family members will stay with the host resident. Family members should supply their own bedding materials.
- The host resident must register family members at the residence hall desk.
- Limited supplies of mattresses are available from the Kinsolving, Jester West and San Jacinto Desk.
- The host resident is responsible for escorting their family members in the building, to bathrooms, etc.
- Keys and access will not be provided to family members.
- Opposite-sex family members may stay with the host resident during this time. Existing same-sex procedures apply to guests who are not immediate family members
- Patience is the key to accommodating and helping out our friends and neighbors.

Harassment

Members of an educational community should adhere to standards of civility and good taste that reflect mutual respect. A respectful environment is free of harassment, violence and verbal abuse. It is the policy of the University to maintain an educational environment free from harassment and intimidation.

In an effort to foster an environment free from harassment and intimidation, Residence Life is committed to responding appropriately to acts of racism, sexism, heterosexism, ageism, ableism and any other force that seeks to suppress another individual or group of individuals. When acts of harassment or intimidation occur in the residence hall environment, the Residence Life staff, in conjunction with the Residence Hall Council, may lead a floor or hall meeting to discuss the incident and decide, as a community, appropriate steps that need to be taken to address the incident.

Residents who are suspected to have engaged in harassment as defined in the Institutional Rules will be referred to the Dean of Students for possible disciplinary action.

Inspections (see Fire & Life Safety Policy/Health, Fire and Life Safety Inspections)

Judicial Process

The Dean of Students has primary authority and responsibility for the administration of student discipline. The dean works cooperatively with faculty members in the disposition of scholastic violations, with appropriate staff members in the Division of Housing and Food Service in the disposition of residence halls violations, and with other appropriate staff members in the disposition of other types of violations. More information on the disciplinary authority of the Dean of Students may be found in Chapter 11 of the *Institutional Rules on Student Services and Activities*.

All residents are expected to abide by all city, state, and federal laws/statutes, all regulations of the University and University of Texas System, as well as all specific housing policies articulated in the Residence Hall Manual. Failure to abide by such laws and rules subjects the student to possible

disciplinary action by the University and/or criminal prosecution if warranted. In some situations, a specific act (such as underage consumption of alcohol) could be a violation of city law, University rules, and housing policy. In the context of suspected rule violations occurring in campus residence halls, alleged misconduct will be documented and referred to the Hall Coordinator of that area. Depending on the nature of the allegation and the totality of the circumstances, the Hall Coordinator may refer the allegation to the Dean of Students for resolution or adjudicate the matter through the housing judicial process. Cases referred to the Office of the Dean of Students will be resolved according to the provisions of Chapter 11 of the *Institutional Rules on Student Services and Activities*. The Housing judicial process involves the student alleged of misconduct holding an administrative conference with the Hall Coordinator or Area Manager as well as the possibility that the case will be referred to the Student Judicial Board.

In cases that remain in housing for adjudication, the Hall Coordinator will send the resident an e-mail message that gives the date, time and location of a disciplinary conference that will take place at least 2 weekdays after the date of the message. The disciplinary conference will be either a Student Judicial Board conference or an administrative conference with the Hall Coordinator. The Judicial Board and Hall Coordinator retain the right to refer a case to the Area Manager.

Failure to attend the scheduled conference or reschedule in advance, as outlined in the Notice of Incident and Conference, may result in the case being adjudicated *in absentia*, or may result in a bar being placed on the student's record through the Office of the Dean of Students. Failure to complete required sanctions may also result in a bar being placed on the student's record.

Judicial Board Conference

At a Student Judicial Board conference, the student(s) present their evidence to the Judicial Board and respond to the questions from the Judicial Board, who determine whether the greater weight of credible evidence supports a finding that the student(s) violated the rule under consideration and, if so, what sanction(s) are appropriate. The Judicial Board is composed of student volunteers who reside in the halls. Accused students in a Judicial Board Conference reserve the right to call witness on their behalf and also hear all testimony presented against them during the conference. If a student fails to attend a Judicial Board Conference or disputes the Judicial Board's finding by electing not to sign the case summary form, the Student Judicial Board Chairperson will send the student written notice of findings and sanctions when they are issued. A resident has the right to appeal the decision.

Administrative Conference

At an administrative conference, the Hall Coordinator, Area Manager, or other designee appointed by the Director of Residence Life (hereinafter "Judicial Administrator") meets personally with the student accused of misconduct and provides the opportunity for the student to respond to the allegations under consideration. The Judicial Administrator maintains the right to consider all relevant evidence including, but not limited to, documents, witness statements and/or interviews, as well as hearsay evidence. After completing the investigation, the Judicial Administrator will determine whether the greater weight of credible evidence supports a finding that the student violated the rule(s) under consideration and, if so, what sanction(s) are appropriate. With an administrative conference, the accused student does not retain the right to personally hear all testimony or call witnesses as with the Student Judicial Board.

If a student fails to attend an Administrative Conference or disputes the Judicial Administrator's finding by electing not to sign the case summary form, the Judicial Administrator will send the student written notice of findings and sanctions when they are issued. A resident has the right to appeal the decision.

Evidence

The Student Judicial Board and Judicial Administrator use "the Greater Weight of Credible Evidence" in order to determine whether an accused student violated the rule(s) under consideration. As in a court of law, the resident is always innocent unless proven otherwise; however, unlike a court of law, the standard of evidence that must be presented to the Student Judicial Board or Judicial Administrator in order to prove that a resident violated procedure is less stringent. "The Greater Weight of the Credible Evidence" refers to the measure of credible proof on one side of a dispute as compared with the credible proof on the other. The weight of evidence is based on the believability or persuasiveness of evidence. Evidence that is indefinite, vague, or improbable will be given less weight than evidence that is direct and not refuted.

The Student Judicial Board and Judicial Administrator will consider evidence that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. Irrelevant, immaterial and unduly repetitious evidence may be excluded.

Appeal Process

A resident has the right to appeal the decision issued by the Judicial Administrator or Judicial Board. Resident appeals must be submitted in writing to the appropriate Area Manager within 48 hours of the decision. If the original Judicial Administrator was the Area Manager, the appeal should be submitted to the Director of Residence Life. The Director of Residence Life is the final arbiter in the appeal process for cases resolved by the Student Judicial Board or Judicial Administrator. Written appeals should include:

- A short summary of the alleged violation and resulting disciplinary sanction
- Whether you are appealing the violation, the sanction, or both
- A short, clear explanation of why you feel you are not responsible for the violation and/or why you feel that the sanction is not appropriate
- A brief explanation of your desired course of action

Judicial Board (J-Board)

The DHFS Residence Hall Judicial Board provides residence hall students a means to have disciplinary cases adjudicated in a peer level environment. The Judicial Board does not hear conferences that involve policy and procedure violations allegedly committed by student staff members, as alleged policy and procedure violations by student staff members are addressed through the DHFS employee discipline process. The Judicial Board conducts itself as a formal conference process for the Division of Housing and Food Service. The unique advantage of a Student Judicial Board lies in the ability of its members to influence the attitudes and subsequent behavior of other students through a formally constituted judicial mechanism. DHFS holds that, peer influence, exercised through the judicial process, can often be more effective in redirecting the behavior patterns of students than any other method of discipline within the institution. Judicial Board members live in the residence halls and undergo a rigorous application and interview process in order to be chosen as a Judicial Board member. Once chosen, each J-board member attends training to prepare them for their role as student conference officers.

Residence Hall Sanctions

A sanction is an educational measure implemented by the Student Judicial Board or Judicial Administrator designed to effect a change in behavior and to help the student understand how his or her behavior impacted others in the residence hall community. In addition to the loss of privileges, educational sanctions may be assigned that are reasonably designed to positively impact the student's understanding of the rule under consideration and/or responsibility as a member of the residence hall community. Examples of educational sanctions include, but are not limited to, on-line educational modules, meetings with University staff members, educational/reflection papers, poster assignments, or presentations at hall meetings.

Reprimand	Verbal or written notice that resident was found in violation of policy/procedure
Conditional Probation	Status in effect until sanctions are completed
Residence Hall Probation	Status extends for set period of time and may involve loss of a privilege
Forced Room Change	Used in conjunction with Residence Hall Probation and involves relocating resident to another living area
Fine/Restitution	Requires resident to pay a pre-established fine for a particular violation and/or repay the amount (including labor costs) of actual damages to university or personal property.
Bar	The bar on a student's record remains in effect until the student resolves the disciplinary matter.

Standards for completing an assigned sanction

Educational paper standard requirements

1. Topic, completion date, and length will be included in the Notice of Sanction e-mail sent by Hall Coordinator/Judicial Board.
2. All papers should be in 12-point, Times New Roman font.
3. All papers should have 1-inch margins.
4. All papers should be double-spaced.
5. All papers should be of University caliber (meeting all University standards for a paper).
 - a. Quality comparable to that of an academic assignment.
 - b. To University academic honesty standards regarding plagiarism and citing sources.
6. Work should be returned by e-mail as an MS Word document to the contact person identified in Notice of Sanction e-mail.

Poster assignment

1. Topic and completion date will be included in the Notice of Sanction e-mail.
2. Size should be 11" x 8"
3. Coordinate with RA for approval and location to be displayed.
4. The Hall Coordinator or Judicial Board Chair identified in the Notice of Sanction e-mail must be notified by upon completion. The student should include the name of their RA in the correspondence. The sanction will not be complete until this is done.

Failure to complete sanctions by due date

1. Failure to complete required sanctions may also result in a bar being placed on the student's record.
2. Bars will restrict access to University services including libraries and registration.

Key and Temporary ID Card

Residents who lose or temporarily misplace their room key and/or University ID should immediately go to the appropriate front desk to check out a temporary key and/or ID card to gain access to residential living areas and dining facilities, and to prevent misuse. A temporary key and/or ID card may be checked out for a maximum of 72 hours.

Each resident is permitted a total of four temporary key and/or temporary ID cards checkouts per year. Subsequent key and/or ID checkouts may result in disciplinary action and a \$10 charge being assessed per occurrence.

Residents found in violation of the temporary ID, University ID, or temporary key procedure are subject to disciplinary action.

Temporary Keys

Residents who lose or temporarily misplace their room key and/or university ID should immediately go to the appropriate 24 hour desk to check out a temporary key and/or ID card to gain access to residential living areas and dining facilities. A temporary key and/or ID card may be checked out for a maximum of 72 hours.

For safety and security reasons, upon immediate request of the resident or if the original key is not returned within 72 hours, a lock change will be ordered and charged to the resident. For security purposes, obtaining a temporary ID card disables your university ID for door access, Dine In Dollars and Bevo Bucks. You can deactivate your university ID card online (<https://utdirect.utexas.edu/idcenter/lostid/lostid.WBX>). If you choose this method of deactivation you must get a new ID card from the ID Center and pay them \$10. For more ID Information, visit the ID Center (<http://www.utexas.edu/its/idcenter>). The ID Center is located on the main floor of the Flawn Academic Center.

If the temporary card is not returned within 72 hours, the temporary card will be deactivated and the resident will be charged a \$10 replacement fee. The resident will also receive an e-mail reminder to return the temporary card. Residents are responsible for obtaining a replacement University ID card from the University ID Center, located in the Flawn Academic Center. Each resident is permitted a total of four temporary key and/or temporary ID cards checkouts per year. Subsequent key and/or ID checkouts may result in disciplinary action and a \$10 charge being assessed per occurrence.

There is a \$75 charge to pay the cost of labor and materials for lock changes. Once the Maintenance Request has been entered, there can be no reversal of the order and the resident will be required to pay the full amount. A bent or broken key will be replaced at no charge as long as there is no evidence of vandalism; otherwise, there is a \$20 replacement key charge. The bent or broken key must be turned in

with your request to replace it. If the bent or broken key is not returned, the resident will be charged \$75 for a lock change.

Keys must be turned in to the residence hall office when checking out of the hall. University keys may not be duplicated. Possession or use of university keys other than those officially issued, tampering with university locks, or loaning your key to another individual are violations of residence hall procedure and are subject to disciplinary action. Room keys will only be issued to the contract holder.

Lost ID Card

One of the wonderful aspects of your UT ID card is that it can be used at your own personal convenience. However, if it is lost, stolen or permanently misplaced, it is critical that you **deactivate your ID online** or by contacting your residence hall desk. The residence hall desk will provide you with a temporary card for purchases (in DHFS locations only, including vending and laundry) and door access. You will need to get a new UT ID at the ID Center. The ID Center is located on the main floor of the Flawn Academic Center. There is a replacement card cost.

Lighting

Residents are required to use compact fluorescent bulbs (CFL's) or LED lights instead of incandescent bulbs for study lamps and other lighting that the student brings for their residence hall room. During its lifetime a fluorescent bulb requires much less energy to produce the same amount of light. While good for the environment, the change will also help reduce our electricity bill. The switch to fluorescent bulbs was endorsed by the 2007/08 University Residence Hall Association. CFL disposal bins are available at each 24 hour residence hall desk for proper disposal of spent and/or broken bulbs.

Halogen lamps are not permitted in the residence halls, including most torchiere-type fixtures. Paper lanterns with bulbs and holiday lights are not permitted. Placing cloth or paper over lighting is not permitted. Residents found in possession of prohibited lighting are subject to disciplinary action and fines.

Lost and Found

Lost and found departments are located at area and hall desks. At the end of each week, lost and found articles are turned over to University Police, 2201 East Campus Drive, 512-471-4441.

Mail

Hall Addresses

Do not insert "The University of Texas at Austin" in the address. This will result in your mail being delayed. Your mail should be addressed as follows:

Whitis Court

2610 Whitis Avenue Building (LLA, LLB, LLC, LLD, LLE or LLF) and # Your Room
Austin, TX 78705-9009

Andrews

2401 Whitis Avenue and # your room number
Austin, TX 78705-9010

Blanton

2500 University Avenue and # your room number
Austin, TX 78705-9012

Brackenridge

303 East 21st Street and # your room number
Austin, TX 78705-9006

Carothers

2501 Whitis Avenue and # your room number
Austin, TX 78705-9011

Creekside

2500 San Jacinto Blvd. and # your room number
Austin, TX 78705-9002

Duren

2624 Whitis Avenue and # your room number
Austin, TX 78705

Jester

201 East 21st Street and # your room number
Austin, TX 78705-5965

(Jester residents should be sure to include an "M" for east or a "W" for west, before the room number.)

Kinsolving

2605 Whitis Avenue and # your room number
Austin, TX 78705-9009

Littlefield

2503 Whitis Avenue and # your room number
Austin, TX 78705-9008

Moore-Hill

204 East 21st Street and # your room number
Austin, TX 78705-9005

Prather

305 East 21st Street and # your room number
Austin, TX 78705-9004

Roberts

303 East 21st Street and # your room number
Austin, TX 78705-9003

San Jacinto

309 East 21st Street and # your room number
Austin, TX 78705

Delivery

Mail is delivered to your residence hall daily except Sundays, national holidays and university holidays. Residence hall mailrooms and desks will only accept mail and packages delivered by the U.S. Postal Service or a certified shipping company. If you receive registered mail or a package, a notice will be placed in your mailbox. This notice should be presented with your ID at your hall desk when you pick up the package. You may not pick up or sign for a package under a different or assumed name. Packages cannot be delivered to your room. If you have a missing package, notify your front desk and file a report with University Police Department at 512-471-4441.

Mailbox

Mailboxes are provided for distribution of U.S. Mail, Campus Mail and official residence hall announcements. It is a student's responsibility to regularly check his or her mailbox. Residence Hall Councils may request permission from the Area Manager to distribute information. Individual students and non-resident student organizations may not request information to be distributed.

Mail Forwarding

It is YOUR responsibility to change your local address with the university when you leave the residence hall. You can change your address over the Web. Your residence hall staff will forward first-class mail for 30 days following check out. Letters from the Office of Financial Aid are not forwarded and will be returned to the Office of Financial Aid. If you have not updated your local address with the university by checkout time, your mail will be forwarded to your permanent address on file. If you have updated your local address by check, out we will forward mail to your new local address.

Due to the limited forwarding policy, it is imperative that you promptly notify all correspondents of any planned address change. After 30 days, all mail, including first-class mail, will be returned to the U.S. Postal Service and marked "return to sender." No mail will be forwarded during holidays and university breaks. It is your responsibility to contact newspaper and magazine vendors to update addresses.

Special Deliveries

As a service to students, flowers, cakes and fruit baskets for special occasions may be dropped off at area desks by vendors for resident pick-up. The vendor is responsible for contacting residents to inform them that a delivery is ready for pick-up. The Division of Housing and Food Service is not responsible for items delivered to area desks by vendors. Concerns with delivery should be addressed directly to the vendor. Residence hall mailrooms and desks will only accept mail and packages delivered by the U.S. Postal Service or a certified shipping company. It is the responsibility of the delivery/courier service to contact the resident via the telephone located in the lobby of each residence hall to arrange pick-up.

Maintenance Request

To report non-emergency repairs, submit a [Maintenance Request](#) online. You may also fill out a Maintenance Request Form at residence hall desks or area offices. Emergencies should be reported directly to the residence hall desk. Every effort will be made to expedite the work. Since the residence halls are self-supporting, funds are available only for routine maintenance and replacement. Therefore, if you are responsible for damages to the building, furniture or equipment, damage charges will be assessed to you.

Missing Persons Notification

On August 14, 2008, the Higher Education Opportunity Act was signed into law. As a direct result of this act, a Missing Persons Notification Procedure was created that addresses appropriate response to reports of missing students. The Missing Persons Notification Procedure applies to all students who reside in on-campus housing.

All students who reside in on-campus housing must designate another individual as a contact. This contact will be notified by the university if the student is determined to be missing for more than 24 hours.

Notification will be made to the designated contact and the appropriate law enforcement agency for students of any age who reside on campus and are determined to be missing for more than 24 hours. The Missing Persons Notification Policy also covers emancipated students under 18 who reside on campus, and stipulates that the student's custodial parent or guardian must be notified within 24 hours after the student is determined to be missing.

Many missing person reports in the university environment result from someone changing their normal routine and failing to inform others of this change. Students can take a proactive role in supporting the Missing Persons Notification Procedure by:

- Keeping emergency contact information up-to-date on a semester basis with your institution
- Updating friends and family members with changes to e-mail, cell and other contact information
- Making sure that a roommate, designated friend, and/or family member knows how to reach you and what your routine is
- Establishing a habit of "checking in" with family and friends on a regular basis

Motorcycles and Mopeds

Motorcycle and moped parking areas are located near each residence hall. Motorcycles and mopeds must be registered with Parking and Transportation Services to be parked on campus. Mopeds may not be chained to sign posts, railings, bicycle racks or any other university property. Due to fire hazards and concern for the general safety of residents, motorcycles, mopeds, motor scooters and other combustible engine vehicles are not permitted in the residence halls. Students who bring motorcycles or mopeds into residence halls are subject to disciplinary action.

Musical Instruments

Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The same guidelines outlined under Courtesy and Quiet Hours apply to the playing of musical instruments. Residents who violate the musical instrument procedure are subject to disciplinary action.

Obscene Phone Calls

The best response to an obscene phone call is to hang up. Do not try to find out who the caller is, even if you think it's a friend playing a joke. If calls occur repeatedly, keep a log of when the call was received, exactly what was said by both parties and a description of the voice (e.g., young, old, hoarse, an accent, etc.). File a report with University Police at 512-471-4441.

Payments

Payments are due on the first of each month, beginning in October and ending in April.

Three Options

You may prefer to pay in 6 equal monthly installments (there is an \$8.00 charge per semester for this option), half of the total bill at the beginning of each semester, or all at once.

1. Pay in full the total amount due for the long session by October 1.
2. Pay the total amount due for each semester. The fall semester payment is due October 1, and the spring semester payment is due February 1.
3. For an additional charge of \$8 each semester, pay in six installments. The installments are due October 1, November 1, December 1, February 1, March 1, and April 1.

You will receive an e-mail reminder before each date your housing payment is due. Please keep your email address up to date on your student record. Any amount owed is still due whether you receive a reminder or not.

Your billing statement is available online. It reflects current activity on your housing account as well as the amount due. Housing charges for the fall will be available for you to view and/or pay starting in late August. Your first payment is due October 1.

Summer Payments

Payment for Summer bills are due in June and July (Summer Second Session only). Installments are not offered in the summer. A \$10 late fee is added after June 20.

Late Fees and Service Charges

A \$10 late fee will be added to your account each time the minimum amount due is not paid on time. For Fall and Spring semesters payments are considered late after the fifth of each month. An \$8 service charge is added to the second statement of each semester if the total semester balance is not paid in full by the first payment date of each semester. The semester payment dates are October 1 and February 1. A University financial bar is placed on your account when payments are late. The bar is cleared when the account is made current. You will not receive a bill. You can view the amount due from the [What I Owe?](#) page.

Methods of Payment

Cash or Check

Make checks payable to The University of Texas at Austin and include your UT EID on the check. There is a \$25 returned check fee on all checks with insufficient funds.

E-check

E-check is accessed from the What I Owe page and deducts funds from your checking account. Your bank account information is not stored. E-checks can be used by students or anyone acting as an eProxy.

Electronic Funds Transfer

The Electronic Funds Transfer (EFT) option allows the university to withdraw funds from your bank account upon your request via the What I Owe Web page. Set up your EFT payment from the web.

Withdrawals normally take place within 24 hours but can take up to three business days to process. EFT payments returned unpaid are charged a \$25 returned check charge.

MasterCard, Discover or American Express

Payments by Master Card, Discover or American Express can be made online from your “My Housing” page with an added convenience fee of 2.3% of the payment amount. The Division of Housing and Food Service and the Bursar's Office do not accept credit cards in person or over the telephone.

Financial Aid

Unpaid housing charges will be automatically deducted from your financial aid each semester when your aid is released. Be sure to check your housing statement to see if a balance remains on your account after your financial aid has been applied. Late fees and service charges apply as stated above if your account is not paid in full by your financial aid disbursement.

How to Pay

In Person

The Bursar's Office in Room 8 of the Main Building accepts cash and checks.

Online

Go to the What I Owe page and pay by Electronic Funds Transfer or eCheck from a bank account or by MasterCard or Discover.

Mail

Put a check with the student's EID written on it and payable to The University of Texas at Austin along with the coupon printed from the web in an envelope and mail it to:

Division of Housing and Food Service, PO Box 7666, Austin, TX 78713.

Frequently Asked Payment Questions

Where do I send an overnight delivery payment that requires a physical location?

Division of Housing and Food Service
200 W. Dean Keeton
Austin TX 78712

Will I receive a bill?

You will receive an email reminder that your payment is due. You can view your bill online and use the payment methods described above to make your payment.

How will I know if you got my payment or if my financial aid has been applied?

View your [statement online](#).

Personal Property

Retrieval of Personal Property

If you drop something down an elevator shaft, plumbing fixture, heating or cooling unit, or if you need an item retrieved for any other reason, enter a routine [Maintenance Request Form](#). A maintenance worker will attempt to retrieve your belongings as soon as possible. If it is a valuable item and it can be lost if not retrieved immediately (i.e. jewelry dropped down the drain), contact your front desk and ask for an emergency work order. Maintenance staff will respond as soon as possible. Emergency work orders after hours will have a longer response time. Items will be retrieved at your expense. A charge will apply whether or not the worker is successful in retrieving the lost item. A minimum charge of \$20 will apply. An actual charge will apply if retrieval takes longer than 30 minutes. For after-hours emergencies, a minimum charge of \$100 will apply.

Damage of Personal Property or Injuries (University Liability & Resident Responsibility)

In the event of a theft, UTPD should be contacted immediately and the incident also reported to your Resident Assistant. The University and the Division of Housing and Food Service (DHFS) will not consider any claims resulting from theft. You should work with UTPD for resolution.

The University and DHFS are not responsible for loss or damages to personal property by theft, fire, or other casualty, whether such losses occur in your room, public areas, or elsewhere in the residence hall. The University and DHFS do not assume any liability for personal injury or personal property damage resulting from mechanical failure of the water, gas or electrical system; or for negligence by building occupants. The University and DHFS are not responsible for loss or damage to personal property as a result of fumigation or pest control. If you wish to protect yourself from the possibility of such losses or injury, it is your responsibility to secure an insurance policy that will meet your individual needs.

While the University and DHFS do not assume any liability, DHFS may review on a case-by-case basis claims for personal property damage resulting from mechanical failure (as defined above.) You must report the damage or injury to your Resident Assistant within 24 hours following the incident. A Preliminary Summary Report must be submitted by your Hall Coordinator to DHFS within three (3) business days of the incident. You are required to present your complete claim for damages within thirty (30) days of the incident resulting in the damages. No claims will be considered if presented after thirty (30) days of the incident resulting in the damages.

The following criteria must be met for consideration of a claim:

- Damage or Injury is beyond your control.
- Damage or Injury reported to your RA within 24 hours following the incident.
- RA to inform Hall Coordinator so they can prepare a Preliminary Summary Report and submit to DHFS within three (3) business days of the incident. Hall Coordinator will copy the Area Manager when the Preliminary Summary Report is submitted.
- Complete claim for damages must be submitted within thirty (30) days of the incident. No claims will be considered for payment if submitted after thirty (30) days of the incident.
- Do not throw away your damaged property. Damaged personal property must be turned in to DHFS for inspection.

- Original or duplicate purchase receipts must be submitted with the personal property. In lieu of a receipt, documentation of pricing for a new item may be considered.

If the personal property is salvageable, DHFS has the option to return the property and take no further action or launder and/or repair the property and return to you.

If upon DHFS inspection the personal property is deemed a total loss and DHFS pays you for the personal property, the property will not be returned to you; upon payment by DHFS it becomes property of the University and DHFS.

If reimbursement is approved, remuneration may be for a depreciated value.

Personal Responsibility

You will be held responsible for any activities or damages that occur in your assigned room. You are also responsible for your guest's behavior as outlined in the Guest Procedure. You are responsible for respecting the rights of your roommate. You also have the right and responsibility to confront others, in a polite manner, who are violating residence hall procedure or University policy, especially if the individuals are not residents. It is also your responsibility to report violations of university or residence hall regulations.

Personal responsibility includes:

- Reporting damages to your RA, immediately.
- Treating residence hall property with as much respect as you would your own home.
- Speaking up and discouraging others from behaving irresponsibly in your hall.
- Encouraging a positive floor that builds "community spirit" emphasizing concern and respect for others.

Pets

Residents are permitted to have fish in small aquariums in their rooms. Any other animals found in the residence hall will be removed. The removal and any necessary cleaning, repairs and/or pest control will be done at the expense of the resident(s) responsible who will also be subject to disciplinary action.

Residents who have pets or animals other than fish in their rooms may face disciplinary action

Students are permitted to have one aquarium per residence hall room provided that the aquarium is stocked with (non-dangerous) fish only. Aquariums must be no larger than 5 gallons. Snakes, turtles, salamanders, newts, frogs, and rodents are specifically prohibited. Remember to plan for your fish over break periods. Aquariums must be unplugged before you leave. The temperature of the water will fluctuate, thus putting your fish at risk.

Service or Emotional Support Animals (see Services for Students with Disabilities)

Posters

Student Room Window and Door

Residents may display signs and posters in their residence hall room windows as long as the signs/posters comply with University policies regarding Prohibited Expression and Signs and Banners. Postings must also comply with health, fire, and life safety codes. Posters or other flammable materials may cover no more than 20 percent of any one wall; that 20 percent may include the window. Residents may post two 8.5" x 11" flyers on their room doors or adjacent tack boards; Housing staff may post nametags on doors. Residents and Housing staff should use appropriate posting adhesive to protect the finish of the door. It is preferred that students use tack boards where available. Resident room doors may not be used for solicitation.

Residence Hall Public Areas

Housing staff may post flyers and bulletins, using appropriate posting adhesive, as needed in residence hall public areas. Two 8.5" x 11" flyers concerning University and residence hall policies or announcements are allowed on doors leading from public areas (e.g., main thoroughfares, leading from main building entrances or elevator landings) to private areas (e.g., residential living area hallways). Two 8.5" x 11" flyers for pertinent announcements, policies, deadlines, etc., are allowed on community bathroom doors. Floor bulletin boards are for use by Housing staff and Residence Hall Councils. With approval of the area desk, registered student organizations may post signs on bulletin boards located in the public lobbies of residence halls, as directed by residence hall staff. Alcohol may not be mentioned or represented in any way. Bulletin boards may not be used for solicitation or sale of items. Signs may not violate any state or federal law or University regulation, including solicitation procedures. Signs that are improperly hung, have not been approved, or do not follow these guidelines will be removed. Housing staff may post directional signs, announcements, and information in residence hall public areas and floor bulletin boards concerning conferences and meetings held in the building. Residents who violate the posting procedures are subject to disciplinary action.

Aspirational Statement

Postings, whether on doors or windows, should respect the mission and values of the university residence halls, which include providing all residents with a "comfortable, friendly environment" and "sense of community." Posters should not engage in gratuitously offensive expression that might be destructive of the desired community. Gratuitous insult is seldom persuasive. Nevertheless, the University encourages all members of its community to support the freedom of speech. Students are free to communicate their ideas vigorously; those who are exposed to such ideas, whether in the classroom, the grounds of the campus, or in the residence halls, should tolerate the expression even of views that they find offensive or unacceptable. Students who passionately disagree about important matters should be able to confront one another civilly and to recognize that, despite profound differences, they are engaged in the common pursuit of truth. The best response to offensive speech is more free speech.

Pranks

Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others, or that cause damage or destruction to property, are prohibited. Using or attempting to use University property in a manner inconsistent with its designated purpose is also prohibited. Residents who participate in pranks are subject to disciplinary action.

Quiet Hours (see Courtesy and Quiet Hours)

Recreational Equipment

Riding bicycles, skateboarding and rollerblading are prohibited inside of all residence halls due to risk of injury and damage to facilities. Residents who violate this procedure will be subject to disciplinary action.

Recycling

A single-stream recycling program is provided for plastics #1-7, aluminum/steel cans, cardboard and paper products. Blue recycling bins are located in each student room and larger blue receptacles for depositing your recyclables are located in laundry and trash rooms. Please follow the instructional signs in these collection areas to ensure that you are not contaminating the recycling. All food and drink containers must be empty and clean.

Some residence halls also provide electronic waste recycling for old cell phones, iPods, batteries, cords, etc. Ask your front desk if your hall participates in the electronic waste recycling program. If not, you are welcome to bring your electronic waste to one of the participating halls.

Refrigerator

Only MicroFridge® units provided by DHFS are permitted. Do not detach the microwave unit from the refrigerator as this overrides the power coordination function of the MicroFridge® unit. A \$30 fee will be assessed to reattach the units.

Renter's Insurance

The cost of attending college can become even more expensive if a student has to replace valuables lost as a result of burglary. While no one expects to be burglarized, the risk of personal property loss is real. In residence halls, burglaries are often the result of a student room left unlocked or valuables left unattended, even for a short period of time. To minimize risk, students should always lock room doors and not leave rooms or valuables unattended. The University does not provide insurance for personal property. Students can minimize the financial impact of theft by insuring their personal property. Many homeowner policies cover student belongings, or parents may purchase a rider on their homeowners insurance to insure a student's belongings while away at school. Check with your insurance provider to see what types of coverage are available.

The Division of Housing and Food Service encourages each resident to carry renter's insurance or be covered under a parent's homeowner insurance policy.

Returned Checks

Students whose checks are returned will be assessed fees by the university. All returned checks are processed at the [Bursar's Office](#), Main Building, Room 8, 512-475-7777. For more information please see the [Returned Checks](#) webpage.

Room Change

Each student living in the University Residence Halls is expected to respect individual rights and follow community living standards. The behavior of students who choose to disregard residence hall community standards and roommate contracts agreed upon by both roommates will be addressed through the disciplinary system. If warranted, the student may be required to change rooms, be removed from university housing or be barred from contracting for future premises and services.

The Division of Housing and Food Service is responsible for approving all assignments and reserves the right to reassign individuals to other rooms or residence halls in event of roommate conflict, pending disciplinary action and non-compliance with university regulations. Unauthorized room changes are subject to improper checkout charges and cancellation of the move.

Your RA is available to discuss room assignment problems and future room change requests. Room change requests during the semester must be submitted online to be approved by your Hall Coordinator. The [room change form](#) can be found on line. Room changes must be completed within 48 hours after receiving approval or move may be cancelled or resident will be charged for both rooms. Except for extenuating circumstances, no room changes are made during the first 12 days of a new session or the last two weeks of a session.

Room Entry

While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room for the following reasons:

- To investigate violations of University regulations or federal, state or local laws
- For bi-monthly health, fire and life safety room inspections by the Office of the University Fire Marshal and/or by the DHFS staff (including Building Services and Residence Life staff)
- When your welfare and/or the welfare of the residence hall are concerned
- To ensure proper care, maintenance and safety of the facilities
- To make necessary repairs
- When the door is open and a violation of University policies or Residence Hall procedures is in plain view observed or alleged contraband will be confiscated. Violations of University policies, rules and regulations and Residence Hall procedure violations will be referred to the Hall Coordinator for follow-up action.

Building Services staff will perform maintenance and safety checks on a regular schedule. Every effort will be made to give advance notice when room entry is necessary.

Roommate Conflict

The Division of Housing and Food Service is committed to making residence hall living an enjoyable and growth-filled experience. All student residents who share a room or living quarters (roommates) will complete an on-line [roommate agreement](#) in order to ensure a positive and respectful interaction between roommates. When conflict between roommates occurs, Residence Life staff may be asked to intervene and help roommates come to an agreement. Roommates may be asked to update their "roommate agreement" to address specific concerns. This agreement between roommates becomes binding and will be used to resolve future conflicts that may occur.

When dealing with conflicts between roommates that become difficult to resolve, or when dealing with an aggressive roommate, it is the prerogative of the Hall Coordinator to move one or both residents from the room.

An aggressive roommate is one whose acts or communication are intended to harass, intimidate or humiliate. One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to pursue appropriate action.
- Both roommates are violating each other's rights.
- One or both roommate(s) refuse(s) to complete a roommate agreement, or adhere to agreements contained within the roommate agreement.
- A violation of DHFS procedure/s has occurred.

The Division of Housing and Food Service may recommend sending a case to the Office of the Dean of Students and may elect to cancel a resident's contract should the resident be involved in similar circumstances after a move has occurred.

If a resident harasses another resident in the course of a roommate conflict, the resident is subject to disciplinary action.

Room Painting

Residents may not paint their rooms. Murals, wallpaper and contact paper may not be placed on the walls. Residents who violate these policies are subject to disciplinary action.

Services for Students with Disabilities

If you have a medical or disability-related need that impacts where you will live, you will need to submit a request and documentation to Services for Students with Disabilities (SSD). They will review the documentation you provide and forward our office the recommendations regarding your housing accommodations. All disability information will be kept confidential within the SSD office. Please read and complete the procedures found at on the [SSD website](#).

Service or Emotional Support Animals

Students with specific disabilities may have service animals if the need is documented through the SSD Office. SSD and DHFS will also consider on a case by case basis, requests for an emotional support animal. For more information please read the [Service and Emotional Support Animal Policy](#).

Sexual Assault or Harassment

Sexual assault and harassment are serious violations of state law and University policy. Students who wish to bring allegations of sexual assault or harassment against another may simultaneously pursue criminal charges and University disciplinary action. Students wishing to speak with someone about an incident or report an allegation are encouraged to contact UTPD, the University's Title IX Coordinator, a Voices Against Violence counselor in the University's Counseling and Mental Health Center, the Office of the Dean of Students, or a member of the Residence Life staff. The University offers a wide range of services for students dealing with sexual assault or harassment, and students are encouraged to speak with appropriate officials and discuss available options.

Anyone can be the victim of sexual violence or harassment regardless of age, sex, race, status, etc. Many acts of sexual violence are committed by acquaintances of the victim. Be aware of the different possibilities and be prepared to decide what action is required in a potentially dangerous situation.

If You are Sexually Assaulted

- Know that there are people on campus and in community who can provide valuable support and that you are not alone.
- Do not shower, bathe or change clothes
- Do not straighten the scene of attack
- Residence Life staff also encourage you to:
 - Seek assistance from on-campus resources (the University's Title IX Coordinator, a Voices Against Violence counselor in the University's Counseling and Mental Health Center, the Office of the Dean of Students, or a member of the Residence Life staff)
 - Seek medical assistance (Note: St. David's Hospital has a staff of sexual assault Nurse Examiners that are always on call)
 - Report the sexual assault to the UTPD for investigation
 - Utilize the University Counseling and Mental Health Center at 512-471-3515

Attempted Sexual Assault

The following strategies have been found helpful in averting the attack:

- Perceiving danger early
- Yelling, fleeing, talking
- Using physical resistance (kicking or punching)
- Displaying outrage rather than fear
- Taking advantage of environmental interferences
- Most important, persisting in using combinations of these strategies.

Safety on Dates

- Know your sexual limits and communicate them clearly and firmly.
- Avoid excessive use of alcohol and all drugs. They interfere with clear thinking and effective communication.
- Be assertive and trust your instincts.
- In an effort to ensure that no one has the opportunity to slip drugs into your beverage, never leave your beverage unattended and do not let someone else get your beverage for you.

Sexual Harassment

The university has a commitment to providing an educational environment for students that is free from inappropriate conduct of a sexual nature. Sexual harassment is a form of gender discrimination. It involves unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made an explicit or implicit term or condition of employment or one's status as a student in a course, program or activity;

2. Submission or rejection of such conduct is used as a basis for employment or educational decision affecting an individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creates an intimidating environment.

If you feel that you have been sexually harassed the Residence Life Staff encourages you to:

- Ask your RA or Hall Coordinator for assistance.
- Report the sexual harassment to the Office of the Dean of Students, Room 4.104, Student Services Building, 512-471-2841.

Shelter in Place

Non-Weather Emergencies/Security Alert

The campus siren system and residence hall public announcement systems will be used to notify students when a dangerous situation exists requiring students to go indoors and seek cover. Students should secure themselves in their room, stay down and away from windows. Students should monitor the DHFS/ UT emergency websites and local news stations for information.

Weather Emergencies/Tornado

"Tornado Watch" means conditions are right for a tornado to form. Residents should continue to monitor the weather for further developments and be prepared to take cover.

"Tornado Warning" means that a tornado has been spotted that poses a threat to the University community. Residents should take immediate action to take cover.

If a Tornado Warning is issued the campus community will be warned with siren sounds, indicating that everyone should take shelter. The siren warnings will continue sounding until the threat of dangerous weather has passed.

Residence hall students should do the following:

- Exit their rooms and close the doors.
- Take cover in an interior corridor, away from windows.
- Evacuate large lounge areas and large rooms with unsupported spans. (no supports)
- Cover their heads to protect against flying debris if a tornado hits.
- Remain quiet and listen for further instructions from staff.
- Residents should remain on their assigned floors until the "all clear" signal is issued.

Sick Trays

Your roommate or friend may request a sick tray permit from your residence hall office by presenting your ID. The permit and your ID must be presented in the dining room to pick up the sick tray; the dining staff will fill the order. For health reasons, you are not allowed to get a sick tray for yourself.

Signs (see Posters)

Siren and Announcement Systems

The only time it is safe to be outside when the sirens sound is during a monthly siren system test. The Siren System tests will last one minute, and are scheduled to take place at around 11:50 a.m. on the first Wednesday of every month. No action is expected during the monthly test. Additional information about the siren system can be found at Campus Safety and Security - [Campus Siren System](#).

In conjunction with the test of the outdoor siren system the Residence Hall Announcement System is scheduled to be tested. No action is expected during the monthly test.

Smoke Detector (see Fire & Life Safety Policy/Smoke Detector)

Smoking (see Tobacco Free Campus)

Social Networking

The Division of Housing and Food Service advises all UT residents to be responsible for the information they post online in electronic communities. We recommend that students monitor their own personal activities to ensure that their safety and reputation are not compromised.

While it is not our practice to go "surfing" for resident information, Housing staff may take into account information posted on online communities, such as Facebook and MySpace, during judicial investigations.

Solicitation

Solicitation (including non-commercial solicitation), political campaigning, selling, or any business activity in the residence halls or dining rooms is not permitted unless specifically authorized. Invited, non-disruptive solicitation conducted in an individual residence hall room is permitted. Institutional Rules on Student Services further defines permissible solicitation.

Sports in the Halls

Sports should be played in designed recreational areas and facilities. Residents may not engage in sports or sports-related activities within residence hall rooms, lounges or other public areas.

Sports include, but are not limited to, playing Frisbee, rollerblading, skateboarding, tossing balls and/or wrestling. Playing sports in confined areas such as rooms and hallways can lead to student injury, activation of sprinkler system, and/or damage to personal and University property.

Residents who play sports inside the residence halls are subject to disciplinary action.

Street Signs and State & Local Property

Displaying street or traffic signs in the residence halls is prohibited. Notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal laws on account of the violation, residents found in possession of unauthorized University, state or city property are subject to disciplinary action.

Storage

No storage is available for luggage or resident possessions. If you need storage space, you must make your own arrangements. You may find the Yellow Pages helpful in finding nearby storage facilities.

Student Advocacy

A student or student organization not affiliated with the University Residence Hall Association may not distribute petitions, handbills or literature in any residence hall or dining room. Residence Hall Councils may distribute information with approval. Institutional Rules on Student Services further defines student advocacy.

Surveys

The Division of Housing and Food Service must approve all research studies involving surveys of residence hall students. DHFS will not send mass e-mails to residents for class surveys. All research projects must be sponsored by a UT academic department or faculty member. The academic department and/or faculty member, along with the student, are responsible for complying with UT Institutional Review Board (IRB) policies and procedures and student class project guidelines as outlined by the Office of Research Support. The Division of Housing and Food Service has no control over random telephone surveys, email surveys or those mailed through the U.S. Postal Service.

Tables in Lobbies

With approval of the appropriate Area Manager, Division of Housing and Food Service staff members and Residence Hall councils may set up tables to collect or distribute information within the lobby area of each residence hall. At various times of the year, UT departments, with approval of the Director of Residence Life, may set up a table in residence hall lobbies to distribute information that pertains to university residence hall students. Student organizations not affiliated with the University Residence Halls Association may not set up tables inside of residence hall lobbies. With approval of Student Activities and Leadership Development (SALD), student organizations may set up tables in the Jester Concourse.

Table Tents

Table tents are limited to DHFS staff or University Residence Hall Association sponsored or co-sponsored programs. Individuals or non-resident student organizations may not advertise on table tents.

Telephone Service Request Form

Telephone service is available upon request and at an additional cost. While telephone service in your room is optional, telephones are located in designated areas for students to use to make local calls or calls using their calling card. RAs have phones in their rooms and house phones are located throughout the building. If you need local land line phone service in your room you may request installation of service by completing the form online.

The prices for establishing telephone service in your room are **\$150 installation each time and \$20 per month** for basic local service (months are not prorated). For example, August - May (10 months service) will cost \$350 to be billed on your housing bill. *Date of Service simply provides an idea of when you*

would prefer service to begin. Please note that your request will be processed as soon as possible following receipt and that it may take 5 to 10 days for the line to be activated.

http://www.utexas.edu/student/housing/forms_public/telephone_request.php

Terms and Conditions

Your terms and conditions are part of the contract you sign to live in on-campus housing. Please read them carefully to ensure that you understand the expectations, policies, deadlines, etc.

Tobacco Free Campus

The University of Texas at Austin is tobacco-free. The use of any tobacco products is prohibited in university buildings and on university grounds within the state of Texas, including parking areas, sidewalks, walkways, attached parking structures and university owned buildings. **Tobacco products** means all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco. The full text of the policy is available on the [University Policies website](#).

Toilet Tissue

It is the responsibility of each resident in the room or suite to clean and maintain their private or connecting bathroom facility. Students living in rooms with private or connecting baths are responsible for providing their own toilet tissue.

Toilet tissue and other convenience items are available for purchase at the convenience stores located in San Jacinto Hall, Jester and Kinsolving.

Vandalism

Your active involvement in reducing damages within your community is encouraged as this damage may cause injury, inconvenience to other members of the community and reduce the amount of money available for hall improvements. Vandalism includes, but is not limited to, damaging residence hall property, graffiti, placing trash in the hallways, damaging bulletin boards and other destructive activities not appropriate for the residence hall community.

When responsible individuals cannot be identified, the community may be charged the cost to repair the vandalism. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person. Reward information will be posted in the residence hall.

Residents who vandalize residence hall property are subject to disciplinary action.

Water Conservation

As part of the Division's overall energy reduction effort, low flow showerheads and faucet aerators have been placed on fixtures in all bathrooms to conserve water. You should not tamper with or remove showerheads or faucet aerators. Staff will check for DHFS showerheads and faucet aerators during Fire, Life and Health Inspections.

Residents will be charged to replace or reinstall these in private or connecting bathrooms. If the shower head and/or faucet aerator provided by DHFS is removed, replaced or missing, the resident is given 48 hours to reinstall the DHFS provided device. If the device is not reinstalled within 48 hours, DHFS staff will replace at the resident's expense. Replacement cost of the showerhead is \$30 and replacement cost of the faucet aerator is \$20

Welfare Concern

Residence hall staff may require a meeting with a resident transported to the hospital for safety or health concerns. The meeting will occur as soon as possible after the resident has returned to the halls.

Vending Machines

Vending machines for soft drinks, candy and other snacks are provided in each hall. Inoperative or empty machines should be reported online by submitting a [Vending Machine Service Request](#). Jester residents can report losses to the East or West desks. WCR residents can report losses to the Roberts, Moore-Hill or San Jacinto hall desks. WRH residents can report losses to the Kinsolving or Quad Desks. You may use your Bevo Bucks in many vending machines.

It is a violation of university policy and state law to tamper with or vandalize a vending machine. Theft of product or vandalism will be investigated through the University Police Department.

Weapons (see Explosives, Fireworks and Weapons)

Windows and Screens

Window screens may not be removed. Removal and replacement of screens is often dangerous, and a charge will be assessed for reinstallation or replacement. Throwing things out of windows or using your window for an entry or exit from your room will result in referral through the disciplinary process with possible removal from the residence halls. Opening windows is a safety and security risk. For reasons of safety and security, windows in buildings are not to be opened unless authorized. A \$25 charge will be assessed for windows opened in violation of this policy. Residents found in violation of the window and screens procedure are subject to disciplinary action.

Any malfunction of the air conditioning system should be reported immediately to your residence hall office. The air conditioning maintenance personnel report to the unit offices on a regular basis to receive your reports. Adjustments in the air conditioning are made daily, Monday through Friday.