



NAISMITH HALL

Thank you for choosing to live at Naismith Hall. This handbook contains the rules our residents are to live by. Throughout the handbook the term "Resident(s)" refers to the "Student(s)" living at Naismith Hall and these two terms are used interchangeably. It is important to realize that this handbook does not contain a complete list of rules and regulations. Our residents are living in a residential community and these rules have been designed to assist in this endeavor. Residents/students should also abide by all federal, state, local and university rules. Our rules and regulations can be amended periodically as needed through posted official notices, through our regular newsletters or on our website.

**RULES AND REGULATIONS FOR NAISMITH HALL RESIDENTS  
FOR THE ACADEMIC YEAR 2017-2018  
(in alphabetical order)**

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

### **ADVERTISING**

The bulletin boards on each floor are for use by Naismith Hall. If you would like to post items on the bulletin boards, you must obtain prior approval from the Manager.

### **ALCOHOL POLICY**

Because the majority of Naismith Hall RESIDENTS are under 21 years old, it is important that all RESIDENTS understand the rules and policies of the University of Kansas and Kansas state law regarding alcoholic beverages, and how these rules and policies will be enforced by the Naismith Hall Resident Life Staff and Resident Director.

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

8. Failure to comply with the request to present identification to the Resident Life Staff, acting in the performance of their duties, is a violation of Naismith Hall Rules and Regulations, and will result in referral to the Resident Director, General Manager and/or the Lawrence Police.
9. Supplying false information, such as name, age, etc., to the Resident Life Staff who are acting in the performance of their duties is a violation of Naismith Hall Rules and Regulations, and will result in referral to the Resident Director, General Manager and/or the Lawrence Police.

### **PARENT NOTIFICATION POLICY**

Naismith Hall reserves the right to notify parents of residents if the student is in violation of any federal, state, or local law, or of any rule or policy of Naismith Hall governing the use of possession of alcohol or a controlled substance if:

1. Naismith Hall determines that the student has committed a disciplinary violation with respect to that use or possession; and,
2. Specifically, when Naismith Hall has knowledge of a student's alcohol consumption or drug use under the circumstances described below.

Initial notifications may be made by telephone, but all notifications will be followed up with a written notification under these circumstances:

1. Following the first known violation of university policy, state law or the Naismith Hall Rules and Regulations regarding drugs.
2. Following the first known violation of university policy, state law or the Naismith Hall Rules and Regulations regarding alcohol, when the suspected use of alcohol has:
  - a) placed the student in a life-threatening situation as determined by an attending medical professional or as reasonably determined by the Property Manager.
  - b) caused the student to be in a physical or mental state that has prompted intervention by Naismith Hall personnel, police, or medical personnel out of concern for the student's wellbeing or to address the student's conduct.
  - c) endangered the health or welfare of another person, including any report by police of arrest for driving on campus while under the influence of alcohol.
3. Following the second known violation of Naismith Hall policy or state law regarding alcohol.
4. Following a violation of Naismith Hall policy or state law regarding alcohol or other drugs that results in the cancellation of the student's Room & Board contract.

## BICYCLES AND SKATES

Naismith Hall provides bicycle racks behind the building for RESIDENTS and guests. We recommend that you keep your bike locked when it is not in use in legal designated areas, as Naismith Hall is not responsible for lost or stolen bicycles. Bicycles locked to fences, stair railings, sign posts, or any other area on Naismith Hall property will promptly be removed and confiscated. Motorcycles must be parked in the Naismith Hall parking lot. **The use of skates and skate boards are prohibited inside Naismith Hall.**

## BOARD (FOOD SERVICES)

Naismith Hall Food Service Division provides Naismith Hall RESIDENTS some of the finest food on campus. They serve three meals per day, Monday through Friday, and brunch and dinner on Saturday and Sunday.

All Meals are served in the Rock Chalk Café located on the first floor. There are a variety of choices at every meal, including two/three main entrees, side dishes, soups/salad, and deserts. Meals are available every day during the Academic Year on those days when classes are in session. Meals begin with breakfast the morning of Friday, August 19, 2016 for the Fall semester and will end on the last day of final examinations each semester.

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

### 1. Board Plans

The food service program offered at Naismith Hall consists of two popular board plans from which RESIDENTS can choose.

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

**B. Any Two Meals per Day:** This Plan allows a RESIDENT to enter the dining room twice a day (i.e., for breakfast and lunch, lunch and dinner, or breakfast and dinner) every day during the Academic Year the food service is in operation.

If you'd like to have a guest eat at the Café with you, they will need to purchase an individual meal at the front desk.

### 2. Changing Board Plans

If you find that your meal plan isn't providing enough meals, you can upgrade to a larger meal plan at any time. However, meal plan downgrades are NOT permitted after the start of the semester.

RESIDENTS can change their board plans up to the first day of classes for each semester. RESIDENTS must

submit the change request in writing to the Naismith Hall Business Office before the semester begins.

### 3. Naismith Hall ID card

Upon check-in, you will receive a Naismith Hall ID. This ID card is required to gain access to Naismith Hall services and facilities including Board access at the Rock Chalk Café. **It is important that you carry this card with you at ALL times while outside your room.** The access card is to be used at the card readers near the building's exterior doors as well as at the lobby level elevator doors. Access cards need only be passed in the proximity of the card reader to be read; just get the card close to the card reader to activate it. These IDs are intended to provide security for you and your fellow RESIDENTS. Please do not let others use your ID card. Additionally, please note that your ID card must be presented when entering the Rock Chalk Café at all times

Should you lose or misplace your card, replacement cards cost \$25.

### 4. Transfer of Your Board Plan to another RESIDENT Is Not Allowed

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

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

Carryout food is limited to a boxed lunch or a piece of hand fruit (i.e. apple, orange, and banana, peach) and one ice cream cone, bagel, etc. Please refrain from removing additional food, beverages or dishes from the Dining Room.

### 6. Rock Chalk Café Services, Hours of Operation and Safety

The dining staff is dedicated to ensuring that you have an outstanding dining experience. We work hard to provide a wide variety of menu options, using quality products, and also provide special dining events. We value your input and suggestions, so please let us know how we may better serve you.

#### Rock Chalk Café Hours

- |                                   |                |
|-----------------------------------|----------------|
| • Hot Breakfast (Mon-Fri)         | 7:00am-9:00am  |
| • Continental Breakfast (Mon-Fri) | 9:00am-10:00am |
| • Hot Lunch (Mon-Fri)             | 11:00am-2:30pm |
| • Dinner (Mon-Thurs)              | 4:30pm-7:00pm  |
| • Dinner (Fri)                    | 4:30pm-6:30pm  |
| • Weekend Brunch (Sat & Sun)      | 10:30am-2:00pm |
| • Weekend Dinner (Sat & Sun)      | 4:30pm-6:00pm  |

## 7. Special Diets

It is not possible to provide specific individual menus for special diets in the dining room. However, if you have special dietary concerns, we do post ingredients and nutritional information to assist you in your menu selection. A RESIDENT with special requirements (religious, medical, personal dietary preference, etc.) that cannot be fulfilled by individual selection from the multiple-choice menu offered in the Rock Chalk Café should not submit a contract to live in Naismith Hall.

## 8. Additional Meals

For those RESIDENTS who would like to purchase additional meals over and above those provided by their Board Plan, for themselves or their guests, individual meals can be purchased at the front desk.

## **option you are using above) is noon on**

**Saturday, May 13th.** If you fail to check out of your room in one of these two ways by this time and date, you will be charged an improper checkout fee of \$50.00. Upon completion of your room inspection you may proceed to the Main Desk in the Lobby and check out by turning in: your two keys, Naismith ID card, and laundry card. Keys not returned will result in a charge to your account. If you leave any items in your room, such items will be discarded without any further notice.

### **Express Checkout:**

- ⇒ If you are the first RESIDENT moving out of your room (and you don't live in a single room), you can check out using the express checkout form.
- ⇒ If you are using this form, you and your roommate should discuss the charges that you anticipate for any damages to your room and determine who is responsible for those charges. Any damage not specifically noted on the express checkout form will be equally divided and charged amongst you and your roommates.
- ⇒ Before you move out, all of your belongings need to be moved and your side of the room and the room must be cleaned. This means that you must return the furniture to its original location, vacuum the carpet, empty and clean the Micro Fridge and the wastebasket, and leave your room in the condition that you found it at move in.
- ⇒ When you are ready to leave the building, just drop off the completed express checkout form, along with your key, at the front desk. After you check out, you will not be able to return to your room.

### **Standard Checkout:**

- ⇒ If you live in a single room or are the last person leaving your room, you need to follow our Standard Checkout procedures, including signing up for a formal walkthrough with your RA.
- ⇒ The weekend before finals week, your RA have a checkout sign-up sheet posted outside his or her door where you can sign up for a check out time. You should schedule your checkout time no later than 24 hours after your last final exam.
- ⇒ At your checkout time, your room should be cleared of all your belongings, and cleaned. This means that you must return the furniture to its original location, vacuum the carpet, empty and clean the Micro Fridge and the wastebasket, and leave your room in the condition that you found it at move in.
- ⇒ Your RA will come to your room at the scheduled time and complete a formal walkthrough where they will note any damage to your room, any excessive trash or uncleanliness, and collect your room key. After you check out, you will not be able to return to your room.

## **CHECKING INTO NAISMITH HALL**

### 1. Room Condition Check-list

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

### 2. Room Key/TV Lounge Key

A room key will be issued when you check into Naismith Hall. RESIDENTS should carry their keys with them at all times. If you lose your room key, fill out a Maintenance Request at the front desk and a new key will be made for you at a cost of \$35 per key. If it is necessary to change your door lock, it will cost \$100 to replace it.

Please remember that the doors at Naismith Hall can lock when you leave your room. If you find yourself locked out of your room, come to the front desk to check out a lock-out key. This key needs to be returned immediately. If this lock-out key is not returned within 72 hours, the door locks will be changed. Lost keys require that the door lock be changed, which will result in a \$100 charge to the RESIDENT.

## **CHECKING OUT OF NAISMITH HALL**

During the last week of your stay, you need to officially check out of the building before you move. You can do this in one of two ways: **Express Checkout** or **Standard Checkout**. **The deadline to check out of the building (no matter what**

## **Room Condition**

All rooms, regardless of the date or circumstances, should be clean, clear of trash and in good condition at the time of check out. It is your responsibility to contact your RA regarding your check out date and establish a time when the room can be inspected before you leave. At the end of the Academic Year, a member of the Naismith Hall Staff must inspect your room.

## **End of Fall Semester**

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

## **Requests for Extensions:**

- ⇒ Any request for an extension to this deadline must be received and accepted by the General Manager, Brian Haney, **by 5:00pm on Friday, April 29th.**
- ⇒ Extensions will be limited to one day after the original move-out deadline, **or until Sunday, May 15th.**

## **Charges and Payments:**

- ⇒ Any charges that you note on the *Express Checkout* form, or your RA notes on your room inventory form, need to be paid as soon as possible.
- ⇒ Our business office prefers that you pay via electronic check, regular check or by credit card with a slight service fee. Login to the NH Resident Portal on our website to make your payment. Checks should be payable to NAISMITH HALL and dropped off at our front desk. To pay by credit card, please call our office at 785.843.8559 between the hours of 9am and 5pm.

## **COMMERCIAL ENTERPRISES**

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

## **DAMAGE TO NAISMITH HALL**

**Liability Policy:** RESIDENTS are responsible for the condition of their room and furnishings and for any damages or losses that may occur during their occupancy. If a RESIDENT is identified as being responsible for damage, theft, or losses in common areas of the building (including but not limited to corridors, elevators, stairwells, recreation rooms, dining room, study rooms, bathrooms, laundry rooms, work rooms, and lounges), they will be billed for the

cost of repair or replacement. Amounts billed are additional charges under the Naismith Hall Room and Board Agreement.

All RESIDENTS will be held collectively responsible for damages, theft, or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified. The dates for assessment of damages, theft, or loss, and occupancy shall be inclusive from the date of check-in to the date RESIDENTS properly check out of the room.

RESIDENTS are not permitted to make damage repairs or arrange for them to be made by outside contractors. In an emergency, the Maintenance Staff, Resident Director and General Manager should be contacted. They can be reached via the main desk at Naismith Hall by calling 785-843-8559.

RESIDENTS are equally responsible for the conditions of their rooms and the common areas. **Any RESIDENT causing damage will be billed for repairs and subject to disciplinary action.**

## **DECORATIONS/DISPLAYS FOR ROOMS**

Naismith Hall is your home away from home, and we want you to feel comfortable. You are free to bring plants and to place posters on the walls. We do ask that you refrain from using contact paper and painting on the walls, ceilings, furniture, etc., or using finishing nails or push pins in the doors.

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

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

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

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

## ELECTRICAL APPLIANCES

The following electrical appliances are authorized for use in your room as long as the Underwriter's Laboratories, Inc., (UL) label is on the appliance: televisions, stereo component systems, clocks, fans, irons, personal computers and electronic games. The only cooking permitted in your room at Naismith Hall is that which can be done using the Micro Fridge.

The following appliances are specifically prohibited: hotplates, toasters, torchere style (floor standing) halogen lamps and lights, immersion heaters, space heaters, heating coils, ovens, indoor and outdoor grills, George Foreman Grills, and non-residence hall sized personal refrigerators.

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

If the use of multiple outlets is needed, a grounded 15 amp surge-protected plug-in strip with built-in circuit breaker should be used.

Extension cords and multiple outlets are designed for minimum use for short periods of time. Multi-plug outlets and improper use of extension cords create fire and safety hazards. Therefore, the following information should be considered when using this equipment:

- ⇒ Too many appliances on one extension cord can cause the cord to overheat and result in a fire. (Note: two or more cords plugged together are theoretically still only one cord.)
- ⇒ Extension cords placed in or through doorways that have metal doors or door frames, as well as cords draped over metal objects, or put in areas where they may be walked on, create the added risk or shock or electrocution.
- ⇒ The outlets in each room were designed for either one or two appliances. **The use of multi-plug covers to increase the number of appliances on one outlet is prohibited due to fire and safety hazards, as well as circuit overloads.**

This is not an exclusive list of problems that can be caused by improper use of cords and outlets. Please contact the front desk if you have any questions.

## FOOD SERVICE (See BOARD)

## FURNITURE AND FURNISHINGS

Naismith Hall provides RESIDENTS with a regular twin size bed, mattress, desk and desk chair, dresser and window treatments for their room. Do not remove furniture or furnishings from your room. **The furniture present at move-in must be present at checkout.**

**Maintenance staff will not move or store furniture for the semester. If you'd like to have your own furniture in your room, you must store Naismith's furniture yourself at a third-party storage center. You will be held responsible for charges for missing or damaged furniture at move out.** (The one exception to this rule is if you are live in a single room, maintenance will remove and store one set of furniture.)

## GUESTS OF NAISMITH HALL RESIDENTS

Naismith Hall is your home, and you are welcome to have an occasional overnight guest. Keep in mind though that your roommate will appreciate knowing in advance, since they live there too. Additionally, please note that **you are responsible for the behavior of your guests.** This means informing guests of the following policies of Naismith Hall, and soliciting their cooperation while visiting.

1. Naismith Hall is intended for use by RESIDENTS of the building and their guests. A guest is defined as a person visiting a RESIDENT of Naismith Hall at the RESIDENT'S invitation. Delivery persons are not considered to be guests for purposes of this policy.
2. In order to ease congestion of the move-in period and to allow roommates the opportunity to get to know each other and get settled in, no overnight guests will be allowed in Naismith Hall during the first week of classes.
3. The following policy stipulations relate to all guests:
  - (a) It is the responsibility of the host RESIDENT to ensure that he/she is aware of Naismith Hall Guest policies. Guests are held responsible for their own actions and for knowledge of regulations; however, the RESIDENT is also responsible for the actions of their guests and held accountable for any damages committed by his/her guest.
  - (b) RESIDENTS are permitted to have guests in their rooms ONLY if there is no objection from their roommate(s), for a maximum of three (3) consecutive nights, and no more than four (4) nights total in a month. All guests are required to register at the Front Desk in the lobby and present positive identification. Naismith Hall reserves the right to revoke these guest privileges for any guests that fails to register at the Front Desk. Guests may not move from one host's room to another in order to extend their stay in Naismith Hall beyond the three night maximum. **A RESIDENT that houses**

**a guest for longer than the specified limits may be subject to fines or disciplinary action.**

- (c) Room keys or access cards will not be provided for guests. Residents are not to give their keys or Naismith ID to guests; only RESIDENTS of Naismith Hall are authorized to use their keys and ID to access to their room, gain entrance to the building or dining room, and/or use any of the facilities and services available in Naismith Hall.
- (d) Only RESIDENTS and their invited guests are permitted in the living areas of the building. These areas of the building include, but are not limited to: locations other than the lobby, computer lab, study lounge, workout facility, individual rooms, floor lounges, and the swimming pool area. Individuals found in the building who are not RESIDENTS or guests of RESIDENTS are considered to be trespassing.
- (e) After daily business hours, all guests must be escorted by a RESIDENT of the building at all times. A staff member may confront individuals not recognized as a RESIDENT of Naismith Hall and/or not escorted by a RESIDENT of Naismith Hall, and ask these individuals to leave the building.

Naismith Hall reserves the right to review, modify, and for cause, suspend a RESIDENT'S guest privileges at any time.

## **HOUSEKEEPING SERVICES**

Naismith Hall Housekeeping Staff will clean the public areas on your floor and your room and bathroom regularly. Housekeepers do not pick up or move RESIDENTS' personal items while cleaning; therefore, RESIDENTS are expected to maintain their room in an orderly and sanitary condition.

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

Large trashcans are located on every floor near the elevators. Please bring all room trash to these trashcans and use the trashcans for appropriate disposal. **It is your responsibility to take trash to the trashcans. Do not leave trash outside your door or in the stairwells. At move-out, please take your trash, especially large items, to the dumpsters provided on the east side of the building. RESIDENTS may be fined for leaving trash around the Hall, or failing to dispose of trash in the appropriate manner.**

## **MUSICAL INSTRUMENTS**

You are permitted to play musical instruments in your room as long as it does not disturb other RESIDENTS.

## **PARKING**

Limited parking is available to be leased by our RESIDENTS. All automobile parking spaces in the Naismith Hall lot are reserved 24 hours a day. Illegally and improperly parked cars will be towed away at the car owner's expense without any notice. Do not make the mistake of parking in a space for just a few minute; illegally parked cars will be towed as soon as they are discovered.

## **PETS**

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

Fish and their aquariums (under 20 gallons) are the only pets Naismith Hall allows, with the exception of sight and hearing guide dogs. Birds and other pets must stay at home.

## **PLAY AREAS**

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

## **"QUIET HOURS" POLICY**

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

Quiet hours must be observed from 11 p.m. to 7 a.m., Sunday through Thursday, and 1 a.m. to 9 a.m., Friday and Saturday. Additional quiet hours may be established by your floor. There is a 24-hour consideration policy. Noise should be kept at a level that does not infringe on other residents. Residents should respect each other's expectations. If a resident is loud and unresponsive to your request, contact a staff member. A general guideline: If noise can be heard outside your room, it is probably too loud. During final examinations, a 24-hour quiet hour policy is in effect. Violators may be asked to vacate the space immediately.

During the week of finals, NO GUESTS will be allowed to stay overnight.

## **REPAIRS AND MAINTENANCE**

If you have an emergency repair, contact the front desk immediately. If you have maintenance needs, problems, or



questions regarding your room, please fill out a Maintenance Request at the Resident Portal of our website. One request should be completed for each maintenance item. Please include your name/room number on the Maintenance Request.

If you have requested repair to an item in your room, you can expect this repair to be completed between the hours of 9:00 AM and 4:00 PM, Monday through Friday. Maintenance personnel may enter your room to perform preventative maintenance, needed repairs identified during a room inspection, or an emergency repair. RESIDENTS do not need to be present for Maintenance repairs.

## **ROOM CHANGES**

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

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

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

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

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

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

Naismith Hall specifically reserves the right to consolidate RESIDENTS with a vacancy in their room with another RESIDENT room with a vacancy. You may request that the vacancy in your room not be filled/ consolidated, however, rooms that house fewer RESIDENTS than the number for which they are designated will cost each remaining RESIDENT an additional fee equivalent to a proportionate share of the room amount due for the unoccupied space.

## **ROOM INSPECTIONS**

A room inspection is not a room search. RESIDENTS' rooms are inspected throughout the semester and semester breaks,

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

## **ROOM SEARCHES**

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

## **SAFETY & SECURITY**

### **1. Candles**

For the safety of all Naismith Hall RESIDENTS, candles, incense, and other flame-emitting items are strictly prohibited in Naismith Hall.

### **2. Elevators**

The proper operation of Naismith Hall's elevators depends largely on the way they are used. Please refrain from unnecessarily using the alarm bell, blocking the door with your body or other objects, and/or forcing the doors open while the elevator is in operation. The alarm bell should only be used in emergencies; if it's used at other times, staff and RESIDENTS may become dismissive of the sound. Other improper use of the

elevators is not only physically unsafe, but will result in the elevators shutting down, which means less efficient movement of RESIDENTS from floor to floor until it is fixed. Please note that elevator repairs are expensive, and more importantly, repairs to any elevator damage caused by a RESIDENT, or RESIDENTS, will be charged to the person(s) responsible. In the case of an emergency, please use the bell and elevator phone to notify staff. Remain calm and wait to be let out of the elevator.

### 3. **Explosives, Firearms, Weapons**

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

### 4. **Fire Drills**

To comply with state and local fire regulations, fire drills may be conducted in Naismith Hall at the suggestion/ recommendation of the Fire Department. When the fire alarm is sounded, everyone present in the building must evacuate the building. **DO NOT USE THE ELEVATORS.** RESIDENTS should take weather appropriate clothing, and wear hard soled shoes when exiting. Please follow these Fire Evacuation Procedures:

- a. RESIDENTS should check their immediate area for any obvious indications of a fire or cause for the alarm. If none are observed, they should exit down the stairwells.
- b. RESIDENTS should use common sense and not panic.
- c. Only staff members should investigate the cause of each alarm.
- d. RESIDENTS should begin an immediate and orderly evacuation through the north and south stairwell doors. If you have exited on the east (parking lot) side of the building, proceed past the parking lot to the sidewalk. If you have exited through the north stairwell doors and are on the west side of the building, use the crosswalk and cross the street to the recreation center parking lot. **(See "Fire Evacuation Routes" posted on your room door.)**

- e. Exit the building and wait for instructions or permission to re-enter the building from designated staff.
- f. RESIDENTS should not run or use the elevator.
- g. RESIDENTS should take their room keys with them.
- h. Naismith Hall staff will signal that the building is safe and ready for re-entry. **No one is to re-enter until this signal is given.**
- i. Personnel authorized to give re-entry instructions are: the **General Manager, Assistant General Manager, or the Resident Director.**

The staff at Naismith Hall considers fire safety extremely important, and RESIDENTS have an obligation to adhere to our regulations as well as city and state statutes. **Failure to evacuate during fire alarms will result in disciplinary action.** Staff may conduct periodic fire drills, but you should always treat fire alarms as the real thing.

### 5. **Fire Equipment**

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

The State Fire Marshall has prescribed severe penalties for RESIDENTS who: 1) tamper with the alarm system; 2) fail to exercise mature judgment during a fire alarm; or 3) tamper with the fire fighting equipment.

Any individual who misuses or tampers with fire safety equipment may be subject to eviction, a fine of \$500 plus the cost of repair or replacement of the equipment, cleaning of the facility, and damage to other property. We will also contact local law enforcement officials and you may be subject to disciplinary action under their jurisdiction.

Any individual who sets fire (commits arson) in or near Naismith Hall will be evicted, turned over to the Lawrence Police and/or Fire Department, and be charged a fine of \$500, plus repairs.

Every effort will be made to identify individuals who cause a false alarm. When such persons are identified, they will be referred to the Lawrence Fire and Police Departments for disciplinary action. In addition to legal proceedings, each individual involved will be subject to eviction.

## 6. **Food Deliveries**

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

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

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

**Naismith Hall is not responsible for loss or damage to any RESIDENTS' personal property; therefore, all RESIDENTS should carry personal property insurance on your belongings.**

Parents should have their homeowner's insurance policy (coverage) extended to protect RESIDENTS' belongings while they are away from home at school. The insurance should be extended to cover both theft and damage to personal belongings.

## 8. **Security Tips**

While we at Naismith Hall make the safety and security of our RESIDENTS our highest priority, please know that there is no such thing as a fail-safe security system. Even the most elaborate of security precautions are not guarantees against crime. You should always proceed as if such security systems do not exist. All systems are subject to mechanical malfunctions, tampering, human error and personnel absenteeism. Naismith Hall makes no expressed or implied warranties of security. The best safety measures you can take are the ones you yourself can perform as a matter of common sense and habit.

In an effort to assist you in securing the safety of yourself and your property, Naismith management has detailed a list of important guidelines below.

Please carefully consider and follow these suggestions. in addition to other common sense safety practices.

- a. Do not allow strangers to enter Naismith Hall with you.
- b. Notify the Front Desk immediately if someone has insisted upon entering Naismith Hall with you. Try to get a good description of the offender and observe the direction in which he/she goes.
- c. Keep your room locked at all times, even when you are not sleeping, and especially when you are gone.
- d. For your own protection report a lost key immediately.

- e. After daily business hours, meet your guests/visitors at the lobby door.
- f. Do not lend your ID card or room key to others.
- g. Immediately report a lost or stolen ID card.
- h. While answering the door, first determine who is there by looking through the peephole. If the person is unknown, first talk with them without opening the door and don't open the door if you have concerns.
- i. Do not put markings on your key ring to identify your name, address, or phone number.
- j. If you are concerned because you have lost your key or because someone whom you distrust has a key, ask the front desk to have your locks changed.
- k. Dial "911" for emergencies. Immediately following, please call the Front Desk (785.843.8559) and/or your RA so they may take appropriate measures.
- l. Periodically check your door locks and other security devices to be sure they are working properly.
- m. Immediately report to the Front Desk in writing any malfunction of other safety devices outside your room, such as broken locks, burned out lights in stairwells and parking lots, blocked passage ways, broken railings, etc.
- n. Mark or engrave identification on valuable personal possessions.
- o. Tell someone where you are going and when you will be back.
- p. When walking at night, walk with another person if possible.
- q. Let your RA and a friend know if you are going to be gone for extended period of time.
- r. Always lock your car doors.
- s. Whenever possible, do not leave any visible items in your car, such as MP3 players, wrapped packages, briefcases, purses, GPS systems, etc.
- t. Do not leave your keys in your car.
- u. Carry your key ring in your hand while walking to your car, whether it is daylight or dark, or whether you are at home, school, work, or on vacation.

Naismith Hall employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Tampering with any video surveillance equipment will result in disciplinary action.

## 9. Suspicious Activities Should Be Reported

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

Please remember that maintaining the safety and security at Naismith Hall is the responsibility of the entire Naismith community. This means that we need to not only be aware of suspicious activities, but work actively to prevent and report them when they occur. If you are aware of any suspicious activities, please contact Naismith Hall staffs immediately; do not assume someone else has already done so. If you are unsure if the activities warrant a report, it is best to contact a staff person anyway and let them investigate. Remember that the staff at Naismith Hall is here to assist you, and ready to address any and all security issues; please do not hesitate to contact them with any safety concerns/ questions/ etc.

## 10. Severe Weather Evacuation

During severe weather alerts (watches and warnings), RESIDENTS are encouraged to monitor television and radio reports and should take reasonable precautions. Each RESIDENT should have a flashlight accessible in case of power failure. In the event of a tornado sighting, all persons in the building should move immediately to the interior hallways of the lowest possible floor away from windows. **Persons who fail to respond to a tornado alert siren, or who choose to leave safer areas of the building before an alert ceases, do so at their own risk.**

## 11. Smoke Detectors

All rooms in Naismith Hall are equipped with a hard wired smoke detector. The detectors are for all RESIDENTS' safety. Do not tamper with them. If the detector begins beeping for any reason, fill out a Maintenance Request Form at the Front Desk immediately.

## **SERVICES AND FACILITIES IN NAISMITH HALL**

### 1. Computing Center

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

The computers in the lab are directly connected to the Internet. The policies associated with the lab are congruent with the acceptable use policies which RESIDENTS are bound to in their rooms. The policy for

acceptable use is posted in the lab. By using the lab computers, you acknowledge your responsibility to act in accordance with the acceptable use policies provided by Naismith Hall, the Internet Service Provider.

### 2. Data Communication Services

Every room in Naismith Hall is equipped with a wired Internet connection, allowing all RESIDENTS to arrange to have their personal computers connected to the Internet, including primary network services and network applications on the University network. There is no extra charge for this service. RESIDENTS that would like to have their personal computers in their rooms connected to the Internet will need to supply their own Ethernet adapter card cable for the connection. Naismith Hall is not responsible for any hardware/software installation configurations. Naismith Hall contracts with a network management company to oversee the operation of the network. This company will only provide very minimal technical support for your hardware/software installation. Ideally, when you arrive on campus, your computer should be fully configured and network ready. If you think you need additional hardware or software for your computer, you should contact your original computer supplier/vendor.

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

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

### 3. Laundry Facilities

There is a large laundry facility on the first floor of Naismith Hall with washers and dryers, open 24 hours a day for the exclusive use of Naismith Hall RESIDENTS. RESIDENTS are advised to stay with their laundry. You will be given a special Laundry Card when you check in to use the washers and dryers. Please note the machines do not take money to operate them. RESIDENTS can go to the Laundry ATM in the lobby to add money (credits) to their Laundry Cards as needed.

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

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

RESIDENTS should have all of their mail addressed to:  
(RESIDENT'S Name)  
Naismith Hall - **Room Number**  
1800 Naismith Hall  
Lawrence, Kansas 66045

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

#### 5. **Recreation in Naismith Hall**

The main lobby of Naismith Hall has a variety of items for your entertainment. In addition to a large screen TV and DVD player, pool table equipment may be checked out at the Front Desk by leaving your Naismith ID with the Front Desk attendant. Additionally, there are several board games as well as sports equipment available for check out at the Front Desk.

#### 6. **Swimming Pool**

Naismith Hall has a swimming pool available for RESIDENTS' use. RESIDENTS may use the swimming pool with the expressed understanding that in the event of an emergency no assistance may be available. Furthermore, RESIDENTS accept full responsibility for the use of the swimming pool and any equipment, services whatsoever owned and provided by Naismith Hall and agree to hold its owners, directors, officers, representatives and agents harmless from any and all loss, injury, damage, or liability sustained, or incurred by the RESIDENT and any guest invited by that RESIDENT resulting therefrom. Parental consent is required for RESIDENTS under the age of 18 to use the pool. RESIDENTS and parents hereby acknowledge and consent to Naismith Hall's use of video recording system to record RESIDENTS' actions in many public areas in Naismith Hall. RESIDENTS who refuse to abide by the rules and regulations established for the swimming pool

are not permitted to use the pool without first agreeing to them.

#### **SMOKE FREE ENVIRONMENT**

Naismith Hall does not permit smoking anywhere within the confines of the building, including the swimming pool area. This policy covers all types of cigarette, cigar, marijuana, Hookah or pipe smoking. This is to provide each RESIDENT with the best possible living environment while staying in Naismith Hall.

#### **SOLICITATIONS ARE PROHIBITED IN NAISMITH HALL**

##### 1. Definitions:

1. "Naismith Hall" is a privately owned building which contains rooms assigned to RESIDENTS for sleeping, dressing, studying, and socializing, and which also contains common facilities and areas used by all RESIDENTS, including common means of entering and exiting, common lavatories, common study lounges, common storage areas, and areas used in common for organized educational and social functions.
2. A "solicitation" is an attempt to sell products or services in Naismith Hall.

2. Except as hereinafter provided, no person (including a RESIDENT), firm, business entity, charitable organization, religious organization, or other organization may solicit money or sell or solicit the sale of any product or service anywhere in Naismith Hall.
3. A RESIDENT of Naismith Hall may invite a person, firm, business entity, charitable organization, religious organization or other organization to their assigned room to solicit money or to sell, or to solicit the sale of lawful products or services with that RESIDENT only. Such solicitation or sale must occur only in the assigned room of the RESIDENT-inviter. The solicitation of money for the sale or the solicitation of a sale of products or services to any other RESIDENTS is prohibited anywhere in Naismith Hall.
4. Nothing in these regulations shall be deemed to approve any solicitation or sale by mail, e-mail, telephone, or other communication media to RESIDENTS.

#### **VIOLATIONS**

If RESIDENTS and/or an invited guest of a RESIDENT engage in any behavior that violates the Terms and Conditions of the Naismith Hall Room and Board Agreement and/or the Naismith Hall Rules and Regulations for RESIDENTS, they will be required to work with the Residence Life Staff and/or building manager or police to resolve the matter. Outcomes could include, but are not limited to, educational interventions, contract review, change

of room assignment, contract cancellation, and/or disciplinary and legal action.

## **WINDOWS IN YOUR ROOM**

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

RESIDENTS may not hang clothes, laundry, etc., or string antennas out of the windows.

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

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

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