

# **THE MONTSERRAT**

## **(The Creighton University Residence Hall Handbook)**

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The Department of Residence Life at Creighton University provides students with this residence hall handbook, *The Montserrat*, to help inform you of the resources, services, policies, and benefits of living in the residence halls. Early in the 16th century, a Basque soldier by the name of Inigo Lopez y Loyola was wounded in battle. During his convalescence, he underwent a transformation. He traveled to the Benedictine abbey of Nuestra Señora de Montserrat near Barcelona, Spain. There, Inigo, who now assumed the name Ignatius in honor of an early saint, dedicated himself to the service of God. His experiences at Montserrat as he described them “made such a strong impression on me that it was as if I had become a different person, and as if I had a totally different intellect than I had before.” From these experiences, Ignatius founded the Society of Jesus, also known as the Jesuits, and established what has been acclaimed as the best system of education in the world. It is in honor of Montserrat, the residence from which many of these exciting, world changing ideas sprung that the residence hall handbook of Creighton University is named. It is our wish that your years in the residence halls at Creighton might hold even a small measure of the transformation that Ignatius discovered at Montserrat.

## **A. THE DEPARTMENT OF RESIDENCE LIFE MISSION**

The Department of Residence Life strives to provide a holistic, living-learning experience in order to support Creighton University’s Catholic and Jesuit mission and tradition.

Through community, we aspire to facilitate students’ deeper understanding and commitment as agents of change for a global society through dialogue and reflection.

Our Department’s Core Values are:

- Service
- Diversity and Inclusivity
- Leadership
- Community Engagement
- Life-long Learning
- Safety and Security

Creighton University’s residence life program seeks to enable students to develop their fullest potential intellectually, ethically, socially, and morally in the context of a residential community of students, Jesuit and lay chaplains, and residence hall staff. The aim is to provide students with opportunities to better understand their deepest selves and, in doing so, determine their role as educated members of society.

We foster the Jesuit mission, which believes in humanistic education through service, reflection, and learning. We attempt to foster this through service to others, both within the University community and beyond, and believe that this is accomplished best when shared with others similarly engaged in their own journeys of learning. It is through service that students come to appreciate their God-given gifts, learn of the inequities of society, and develop means to create a more just community of men and women.

Living in the residence halls at Creighton University is one of most influential experiences that you will have as a student at Creighton. For many of you, this will be the first time you have lived in a community other than your own family. This transition, while sometimes difficult, is also an opportunity for you to begin exploring the responsibilities that come from being on your own. With this in mind, the residence life program is developed so that you may explore, learn, and reflect upon your choice of lifestyles that will become the basis of your adult life. The Jesuits, live-in chaplains, and Residence Hall staff, are here to help you make up an important part of the residence hall community.

This will be a special time in your life and will provide you with friendships and relationships that will last a lifetime. It will be a time of learning, commitment, and decisions. All members of Campus Ministry and Residence Life who live and work in the residence halls are ready to help you meet the demands that you are facing.

## **B. INTRODUCTION**

The following information is provided to help you to live successfully in the residence halls and apartment complexes on campus. Because you are living in a community, many of these rules and guidelines are determined not only by your individual needs or those of the University, but also by those of all students living in residence. The "Montserrat" is not expected to be a complete overview of all of the expectations of you while a student at Creighton University. This document, the Creighton University Student Handbook, the Creighton University Credo, the Creighton University Bulletin, and the Residence Hall and Food Services Agreement should also be consulted to provide information concerning these expectations. You are encouraged to become familiar with all of these documents.

### **Our Staff...Our Strength**

#### **The Resident Director**

Our residence halls and apartment complexes are supervised by a full-time, live-in professional Resident Director (RD) and/or a Graduate Resident Director (GRD). The RD serves as a primary resource to the resident students in his or her building. Every RD keeps regular office hours and can provide such services as personal and academic counseling, crisis intervention, and conflict mediation. She or he also ensures that students maintain appropriate hall decorum and individual behavior as members of the residence hall community. The RD is responsible for all administrative and programming functions of the residence hall and directly supervises the Resident Advisors (RA), the Assistant Resident Director (ARD) and, where applicable, the Mission and Ministry Community Advisor (MMCA) of that hall. The RD office is located near the lobby of Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin and Swanson Halls. The office for the RD for Apartment Living is located in Davis Hall.

#### **The Assistant Resident Director**

These upper-class student staff members assist the Resident Directors and Graduate Resident Directors in each of our halls in the administration, programming, service, and advising functions. Assistant Resident Directors oversee the front desk operations of each hall, coordinate keys/access cards and other security functions, and complete a variety of other tasks within each hall.

#### **The House Advisor**

In Kiewit and Swanson Halls, communities are divided into "Houses", areas made up of two floors. In each House we have a House Advisor, a student staff member who coordinates the other three Resident Advisors in the House and who facilitates house-wide programs and events, in addition to serving as the Resident Advisor for her or his own wing.

#### **The Resident Advisor**

Every floor or wing in Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin and Swanson Halls is served by a Resident Advisor (RA). Your RA is your primary resource person in the residence halls. These upper-class peer educators facilitate the development of community on a floor or wing. He or she can assist you with personal or academic concerns and refer you to appropriate resources on campus such as the Center for Health and Counseling, Career Services, Business Office, Campus Ministry, or Financial Aid. RAs are also excellent sources of advice about classes and can help you find ways to get involved. RAs also enforce the policies in this handbook. In so doing, they assist in the maintenance of a clean, safe, orderly environment where all students can sleep, study, socialize, serve, and live comfortably.

#### **The Health Aides**

In addition to Residence Life staff, there are also Health Aides who can provide basic first aid and medical assessment. This person is on call after 5:00 p.m.(and at other times when Student Health is closed) to assist residential staff in medical assessment and emergencies. If you have any medical problems or concerns, contact a RA or the front desk of your hall.

#### **Chaplains and Mission & Ministry Community Advisors**

Jesuit priests reside and/or work in the residence halls as Chaplains. The Chaplains assist the residence hall staff in integrating Creighton University's mission as a Catholic, Jesuit institution into the daily lives of our

students. Chaplains help students in personal and spiritual matters. They promote academic and personal growth that encourages you to be a person of high values, ethics, and service to others.

Kiewit and Swanson Halls also have a student Mission and Ministry Community Advisor (MMCA) who likewise support residents in their personal and spiritual growth, providing programming and a ministry of presence. The MMCAs live in the building and have relationships with Residence Life, Chaplains and University Ministry including the Schlegel Center for Service and Justice (SCSJ) Campus Ministry staff to support their provision of ministry to residents.

### **Environmental Services**

While you are responsible for cleaning your own room, suite, or apartment, the Environmental Services staff cleans all common areas daily. The Environmental Services staff and other residents will appreciate your cooperation in keeping your floor clean. As well, it is your responsibility to help keep our home clean, safe, and comfortable to live in!

### **Maintenance**

Each building has a maintenance person responsible for the upkeep and repair of the facilities. Services you might request for repairs include but are not limited to: light fixtures, sinks, pest control, broken or lost keys, and heating and air conditioning. To request these services or other services, complete a work service request in the online Portal or notify staff at your front desk.

## **C. THE RESIDENCE HALLS AND APARTMENT COMMUNITIES**

### **Davis Square - Desk phone number is (402) 546-6000**

Davis Square houses approximately 260 juniors and seniors in 2, 3, and 4-bedroom apartments. The west building of Davis Square has a laundry room. The three houses of Davis Square surround a grassy interior courtyard.

### **Degelman Hall - Desk phone number is (402) 546-6100**

Degelman Hall is home to the coed Cortina Community, a living-learning program focused on service, faith, and justice, and houses approximately 155 students, including freshmen, sophomores, juniors and seniors. Degelman's size provides an opportunity for its student population to form a close community, focusing on issues that affect all college students as well as those affecting the greater national and global communities. Degelman features a large multipurpose room and a chapel in the basement of the building.

### **Gallagher Hall - Desk phone number is (402) 546-6800**

Gallagher Hall houses approximately 190 freshmen students on four floors. The smallness of the residence provides for a great sense of community among the residents who live there. The hall is comprised of unique group study spaces, a remodeled kitchen, a game room, and a vending area.

### **Heider Hall - Desk phone number is (402) 546-6200**

Heider Hall houses nearly 200 sophomores in 2 and 4 person suite and efficiency units complete with bathrooms and kitchens, as well as a few apartments for students with families. Located approximately two blocks southeast of the main campus, Heider is within walking distance and is also on the East Shuttle route. Heider Hall features a spacious community recreation room, fitness room, and limited underground parking.

### **Kenefick Hall - Desk phone number is (402) 546-6300**

Located on 20th street, Kenefick houses 200 sophomores in apartment style living. Both efficiencies and one-bedroom units house two students each. Each apartment has a private bathroom, and a kitchenette. Kenefick features a spacious study/lounge floor which includes a kitchen, fitness room, theater, and chapel, and also provides residents with limited underground parking. Kenefick is located on the East Shuttle route for quick and easy access to the main campus, and is a short walk from the Harper Center.

### **Kiewit Hall - Desk phone number is (402) 546-6700**

Kiewit Hall is our largest residence hall, housing 490 freshmen students. The hall features a large

lounge/recreation room, a TV lounge, meeting rooms, and a chapel. Each floor in Kiewit is equipped with a kitchenette. The 9th floor of Kiewit houses the Freshman Leadership Program (FLP).

**McGloin Hall - Desk phone number is (402) 546-6900**

McGloin Hall houses 274 sophomore students in four-person suites. The hall features study spaces, chapel, and the Java Jay, a coffeehouse, which is located on the ground floor, and open to all students. McGloin is also the home for the Eileen B. Lieben Center for Women, a resource for female students at Creighton University.

**Opus Hall - Desk phone number is (402) 546-6600**

Opus Hall houses 280 junior and senior students in 2, 3 and 4 bedroom apartments. The complex also has a large community room, and a large courtyard which faces onto the skyline of downtown Omaha.

**Swanson Hall – Desk phone number is (402) 546-6500**

Swanson Hall houses approximately 450 freshmen and sophomore students in suite-style housing. The hall features study spaces, meeting spaces, a kitchenette and study on each floor, and a chapel. The Department of Residence Life is located on the first floor of Swanson Hall. The 9th floor of Swanson houses the Freshman Honors Scholars Community.

## **D. SERVICES AVAILABLE FOR YOU**

**1. Automatic Teller Machines (ATM's)**

Automated teller machines are available in Swanson Hall, McGloin Hall, Kenefick Hall, Davis Square, and both Skutt and Harper Centers for your banking convenience. Please check with your banking institution regarding any and all fees you may incur as a result of utilizing these ATM's.

**2. Cable Television**

Every room, suite or apartment is provided with free basic cable service, which includes local and national programming. The University does not provide a coaxial cable. Residents who wish to take advantage of the free cable service will have to provide this cable themselves. Students also have the option of upgrading their cable service. Upgrading the service will be a contract between the student and Cox Digital Cable for an additional fee. All agreements and equipment provided by Cox are the responsibility of the student.

**3. Chapels and Prayer Room**

Degelman, Kenefick, Kiewit, McGloin and Swanson Halls have chapels available for prayer and reflection. Please consult your RA or Desk Receptionist for the location of the chapel.

The first floor of Kiewit Hall has a designated prayer room for Muslim students. To obtain access, please contact the Resident Director of Kiewit Hall for the code to the room.

**4. Computing in the Halls**

Each room, suite or apartment has access to cable (TV and Internet) and the campus wireless network. Your residence hall, in cooperation with the Division of Information Technology (DoIT), also maintains computer rooms on the main level of each residence hall. These computer rooms are generally open when the hall is open. These computers can be used for word processing (Microsoft Word and WordPerfect), spreadsheets (Excel), and databases (Access) as well as for e-mail and Internet access.

A laser printer is available at the front desks of Davis Square, and Degelman, Gallagher, Heider, Kenefick, Kiewit, McGloin, Opus and Swanson Halls. There is a standard campus printing fee of \$.08 per page for black and white, and \$.25 per page for color printing. You may place JayBucks\$ on your ID card and use this for payment for your copies.

The residence hall computing rooms were created as a convenience for residence hall students' use. As such, access to these machines is regarded as a privilege. Please be considerate of other students' needs when using these facilities. Vandalizing, stealing from, or in any other way damaging the computers or the

computing rooms will be treated as serious violations of residence hall and university policies. Academic work takes precedence over all other computing activities.

Students are strongly encouraged to limit the amount of non-academic time spent at the computers in the residence hall labs, and to make smart decisions regarding contacts made electronically. For more information about acceptable usage of computers and technology on campus, please see the Fair, Responsible, and Acceptable Use Policy for Electronic Resources in the Student Handbook.

The Department of Residence Life reserves the right to deny, monitor, or otherwise regulate access to the residence hall computer rooms. DoIT provides a HELPDESK at ext. #1111 to assist with most computing problems a student might encounter.

5. **Equipment Check-out**

Each hall has a variety of items available for your use. All desks stock cleaning supplies such as brooms, dustpans, and vacuum cleaners. Some halls are equipped with ping pong equipment, games, kitchen supplies, jumper cables, snow shovels and ice scrapers. All equipment can be checked out to a residence hall student with a Creighton student I.D.

6. **Front Desks**

A Desk Receptionist staffs each desk 24 hours/day during normal semester operations and by posted hours during break periods (see #7). The Desk Receptionist provides a secure presence in the building, directory assistance, general information and referral, submits maintenance requests, distributes newspapers, makes appointments for the Resident Director, and assists with hall operations.

7. **Front Desk Hours**

All building desks are open 24 hours a day. Holiday hours may vary, and will be posted for resident information prior to the break. The Department of Residence Life reserves the right to amend these hours as conditions warrant.

8. **Hall / Floor Kitchens (Deglman, Gallagher, Kenefick, Kiewit, McGloin & Swanson)**

Halls are equipped with public kitchen space that includes a microwave oven and a stove/oven. You are responsible for cleaning the kitchenette after every use. Where available, the overhead vent should be utilized whenever cooking is being done. If you notice a problem with any appliance (oven, stove, microwave), please contact the front desk immediately. These kitchens are meant for occasional cooking only and are not meant for students to prepare personal meals on a regular basis.

9. **Laundry, Vending, and Change Machines**

Each residence hall and apartment building has coin-operated washer and dryer facilities and an assortment of vending machines. Machines are equipped with card readers, allowing you to use your JayBucks\$ for these services. When a machine malfunctions, contact the front desk to get the machine serviced. Be prepared to describe the machine, number, its location, the malfunction, and the loss. Refunds are obtained by filling out a request. If you observe someone mistreating or tampering with this equipment, please report this to the front desk immediately.

10. **Mail Services**

To expedite mail delivery, a mail clerk is assigned to each residence hall to sort and deliver mail and packages. Assigned clerks are also responsible for forwarding mail in accordance with postal regulations. Questions regarding mail service should be directed to your assigned mail clerk or to Creighton University Mail Services which supervises the mailrooms. Residence Hall mailrooms are located in close proximity to the mailboxes.

All classes of mail are delivered Monday through Friday to each residence hall. Letters delivered through the United States Postal System (USPS) are placed directly in your mailbox, whereas packages are kept in residence hall mailrooms. Residents of Deglman Hall may pick up their packages in Swanson Hall, and residents of Gallagher Hall receive theirs in Kiewit Hall. If you reside in Gallagher, Kiewit, Swanson or

McGloin Hall and receive a package, a notification email will be sent to your Creighton email account. C.O.D. deliveries are not accepted. All outgoing USPS, FedEx, and UPS packages must be processed through Mail Services located in the Murphy Building at 701 N. 20<sup>th</sup> Street. There is a scheduled pickup for the above vendors from Mail Services, Monday through Friday between the hours of 3:00 p.m. and 4:00 p.m.

If you change your campus address, please be sure to complete a change of address form (available when you move) to ensure that your mail is correctly delivered. At the end of the academic year, be sure to complete a change of address card so that any mail may be forwarded to your home, and make changes with the providers of all regular mail (e.g. credit card bills, magazines) to ensure delivery.

## 11. Maintenance and Repairs

Each building has a maintenance person responsible for the upkeep and repair of the facilities. Services you might request for repairs include but are not limited to:

- light fixtures,
- sinks,
- broken or lost keys
- heating and air conditioning.
- Defective or non-operating smoke detectors (Very Important to report quickly)
- electric problems
- leaks from windows, walls, or ceilings
- damage to furnishings or broken window panes
- pest control problems
- clogged sinks, toilets and showers
- the smell of natural gas

When items in your room or in common areas are in need of repair, submit a Work Order through the Portal, or contact the Desk Receptionist who will file a service request. Most repairs are completed within a day or two. If you have questions about the status of a particular service request, please check with the Desk Receptionist or Assistant Resident Director (ARD), particularly when a period of 48 hours has passed without a response. Maintenance staff will knock before entering a residence hall room, and will leave a note when necessary to enter a room when the resident is not present.

## 12. Meal Plans

The days and hours of operation during the normal academic year (not including holidays) are:

		Becker Dining Hall	Brandeis Dining Hall	Brandeis Simply-To-Go	Harper Dining Hall	
Saturday & Sunday	Breakfast	Closed	Closed	Closed	Closed	
	Continental		9:00 a.m. – 11:00 a.m.			
	Brunch		11:00 a.m. – 2:00 p.m.			
	Dinner		5:30 p.m. – 8:00 p.m.			
Monday – Thursday	Breakfast	Closed	7:00 a.m. – 9:00 a.m.	7:30 a.m. – 5:30 p.m.	Closed	
	Continental		9:00 a.m. – 10:00 a.m.			
	Lunch		11:00 a.m. – 2:00 p.m.			11:00 a.m. – 1:30 p.m.
	Dinner		4:30 p.m. – 6:30 p.m.			5:00 p.m. – 8:30 p.m.

Friday	Breakfast	Closed	7:00 a.m. – 9:00 a.m.	7:30 a.m. – 2:00 p.m.	Closed
	Continental		9:00 a.m. – 10:00 a.m.		
	Lunch	11:00 a.m. – 2:00 p.m.	11:00 a.m. – 2:00 p.m.		11:00 a.m. – 1:30 p.m.
	Dinner	4:30 p.m. – 6:30 p.m.	5:30 p.m. – 8:00 p.m.		5:00 p.m. – 8:30 p.m.

The 2015-16 Standard Board Plans are as follows (per semester). Residents of Gallagher, Kiewit, Swanson, Deglman and McGloin Halls must choose from one of these standard board plans.

- a. All Access Plan  
Unlimited Access to Dining Halls, \$150 dining dollars per semester and 5 guest passes per semester
- b. 15 Meal Plan  
15 meals per week, \$360 dining dollars per semester, and 5 guest passes per semester
- c. 12 Meal Plan  
12 Meals per week, \$460 dining dollars per semester and 5 guest passes per semester
- d. 9 Meal Plan  
9 Meals per week, \$550 dining dollars and 5 guest passes per semester

The 2015-16 Flex Plans are as follows (per semester). Residents of Kenefick and Heider Halls must purchase a minimum of the Flex 90 plan, or one of the Standard Board Plans above. Residents of Opus and Davis, as well as off campus students are not required to purchase a plan but may choose to do so from any of the plans offered.

- a. Flex 90 Plan  
90 Meals per semester and \$450 dining dollars per semester
- b. Flex 65 Plan  
65 Meals per semester and \$400 dining dollars per semester
- c. Flex 45 Plan  
45 Meals per semester and \$325 dining dollars per semester

During the academic year, dining units serving each of the meal options are subject to change at any time. Meals are not provided during the Fall, Thanksgiving, Winter, and Spring breaks. Students may not allow his/her meal card to be used by another person.

### 13. Newspapers

The University participates in the USA Today Readership Program. Monday through Friday a limited number of USA Today, New York Times, Omaha Star, and Omaha World Herald newspapers are delivered to the main lobby of Davis Square, Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin, Opus and Swanson Halls. These papers are provided free of charge to residents on a first come first serve basis.

### 14. Staff on Duty

In Deglman, Gallagher, Heider, Kenefick, Kiewit, McGloin and Swanson Halls, there are several Resident Advisors on duty every night of the academic year from 5:00 p.m. to 8:00 a.m. to provide support for any situation (e.g. noise complaints, medical emergencies, etc.). To reach a duty RA, contact the front desk in your hall.

In Davis Square and Opus Hall where upper-division students live, there is an ARD or Graduate Resident Director on duty. Contact the front desk to be directed to the duty staff member.

A professional Residence Life staff member (Resident Director on Duty) is also on-duty 24 hours a day and

can be reached through the Front Desk or the Resident Advisor on Duty.

15. **Study Rooms**

All of the halls have study space available on the main or ground floors as well as some that have a study space on residence floors. Please consult your RA to find out about available space in your hall.

16. **Storage**

All your possessions, as well as any and all University-owned furniture and equipment assigned to your room must be stored in your room. No additional storage space is available. Due to the lack of available space, no storage can be accommodated during the summer. There are a number of local businesses who offer summer storage and the Inter-Residence Hall Council may contract with a vendor to provide storage services on a student-pay basis.

## E. YOUR ROOM AND YOUR ROOMMATE

1. **Your Room**

**You are responsible for your room and any act that takes place within it;** this includes damage to University property by you or any invited or uninvited guest. We strongly recommend that you lock your room to protect yourself and your possessions. By leaving your room unlocked you risk being held responsible for the actions of uninvited guests. When a room is damaged or items are missing and the staff cannot determine who is responsible, the charges will be divided between the roommates. The Department of Residence Life requires each resident to pay his or her respective portion of such charges.

Creighton University and the Department of Residence Life assume no responsibility for any damage to or theft of the student's personal property. Insurance against damage or theft for these items rests with the student. Students are encouraged to purchase supplemental property insurance if necessary.

2. **Alterations to Your Room**

Your room is equipped with a bed, desk, drawer space for storage, a wardrobe or a closet, and a desk chair for each resident. All rooms are equipped with smoke detectors. Beds in all the residence halls (but not apartments) are loft ready and are made so they can be bunked or lofted; thus, the University does not allow students to build lofts. Davis, Heider, Kenefick and Opus are apartment style halls and are furnished differently. You may add personal touches to your room, but you may not alter, damage, or remove any of the items in the room. You may not block the heating or cooling vents, impede quick exit from the room in

case of emergency, damage pipes or pipe coverings, or pour foreign substances (including drain cleaners) into any drain.

Use caution in affixing materials to the doors, walls, ceiling and floor of your room, because such materials can cause damage to these surfaces. You may not paint your own room. You will be charged for any and all damages to these items above, including tape marks, holes of any kind, chipped or peeling paint, and stains, scuffs or marks of any kind. We recommend utilizing blue painter's tape when affixing items to the wall in your room.

3. **Lofts and Waterbeds**

Residents may NOT build or bring in any lofts or lofting beds, as the University supplies furnishings which are loft-able where applicable. Waterbeds are not allowed in the residence halls.

4. **Privacy**

For the most part, you are entitled to many of the same privacy rights you would have in any home or apartment, but the University reserves the right to enter your room and conduct a search for just cause.

The University reserves the right to enter assigned rooms or spaces for any purpose relating to:

- Improvements
- Maintenance and cleaning
- Recovery of University property not authorized for use in the assigned space
- Fire, safety, and/or health inspection
- The safety, health, and general welfare of the student or others
- The protection of property
- The deterrence or detection of conduct which is contrary to law or contrary to University policies, rules or regulations (as determined by the University).

Members of the Residence Life staff will enter your room, with or without prior notice, at least four times during the year to ensure that your room is being maintained properly and that it is in good condition. Members of the Facilities / Maintenance staff may have to enter your room for facility issues such as repairs, preventative maintenance, cleaning and room condition checks. We will make every effort to inform residents in advance of such entry, and will leave notification that the room was entered, and what work was done. Damages or other conditions found in your room that are in violation of the Residence Hall and Food Service Agreement, Apartment Living Agreement or the Creighton University Student Handbook and Montserrat will be referred for disciplinary action.

Although you are entitled to a number of rights regarding privacy in your room, a University official who has reasonable cause to believe that a resident is in violation of Creighton University's policies and/or procedures, or that local, state or federal law is possibly being violated in a student's room, may enter that room and conduct a search at any time, with the permission of a senior-level Division of Student Life administrator. The residents may or may not be present at the given time of the room search. Residents of the room will receive notification that their room was entered by University officials and an itemized list of what was confiscated will be provided. If there are any locked boxes or safes in the room, they must be opened if the resident is present. If the resident is not present, the locked containers will be confiscated and returned upon the student opening them in front of a University official.

#### 5. **Your Roommate**

The Residence Life staff firmly believes in the value of learning to live with a roommate. We believe that this challenges you to work together to develop respect, acceptance and consideration for each other. We suggest that you discuss such things as sleep and study hours, cleaning arrangements, appropriate times for visitors and use of one another's possessions with your roommate early in the year.

In order to support the primary goal of university life, academic pursuits, the Residence Life staff gives the rights to sleep, to study and to reasonable use of the room precedence above all others. The Roommate Bill of Rights is the primary tool used by the Resident Advisors and Resident Directors in redressing grievances between roommates.

#### 6. **The Roommate Bill of Rights**

Although roommate agreements vary from person to person, there are some basic expectations that every student living in the Creighton University Residence Halls may reasonably expect at all times. We call these the Roommate Bill of Rights and they include:

- a. The right to use the room without undue interference in your room.
- b. The right to sleep without undue disturbance from noise, guests, etc.
- c. The right to be free from fear and intimidation of physical or emotional harm.
- d. The right to be free from pressure or ridicule regarding your choice to drink or not to drink alcoholic beverages.
- e. The right to exercise reasonable security precautions, such as keeping the room door locked (which the University recommends) at all times.
- f. The right to have your personal belongings treated with respect.
- g. The right to a clean environment in which to live.
- h. The right to free access to your room.

- i. The right to privacy.
- j. The right to have guests who respect the rights of your roommate and other residents.
- k. The right to seek help from the residence hall staff in the mediation of disagreements between roommates.
- l. The right to expect reasonable cooperation in the use of shared appliances (e.g. telephone, refrigerator, etc.) and a commitment to honor all shared payment agreements.

## 7. Roommate Conflicts

Conflicts between roommates can revolve around many issues. You are strongly encouraged to discuss the many issues surrounding living and learning in the residence halls. When conflicts arise, residents are expected to attempt to resolve personal conflicts on their own. If a conflict has reached an impasse, the Resident Advisor, Resident Director, or Graduate Resident Director will act as a mediator. He or she will provide opportunities for you and your roommate to share your concerns with each other and work jointly to develop a strategy for managing the conflict. The Roommate Bill of Rights and any other prior agreements between you and your roommate serve as tools in resolving this conflict. The process of conflict resolution is ongoing and does not end with the formal mediation. Both roommates are mutually responsible for following up on all points in any agreement. Often, new issues will arise, and you and your roommate may need to add to your current agreement either with or without the assistance of Residence Life staff. **There are certain issues that cannot be negotiated.** All residents are expected to adhere to all policies in the *Student Handbook* and *The Montserrat* at all times. In any conflict that involves a violation of University or Residence Hall policy, the resident responsible for the violation may be subject to disciplinary action including but not limited to a mandated, immediate room change.

Two people sharing a residence hall room may experience difficulties. The Department of Residence Life believes that many of these difficulties are manageable, with or without assistance from Residence Life staff. Students will be encouraged to work with one another to solve disputes. There may be times when more immediate action is necessary, and the Department of Residence Life will intervene when appropriate.

## F. LIVING IN A COMMUNITY

While living with your peers, you will have an opportunity to meet students who share your values and interests and many others who do not. We hope that you will take the opportunity to experience and accept the vast diversity in the beliefs, values, and customs of other students. While at Creighton you will meet students who come from a rich array of backgrounds, beliefs, and talents. Floor-mates, like roommates, are challenged to work together to develop respect, tolerance and consideration for one another. *Creighton University* values student behavior that demonstrates mutual respect and concern for others.

### 1. Community Agreements

To form a Community Agreement, your community may be asked to personally craft a document to suit its needs and expectations. Your *Resident Advisor* will begin the Community Agreement process at one of your first floor meetings to facilitate the development of a strong community on your floor.

### 2. Common Areas

Individual(s) who intentionally or accidentally cause damage, theft, or loss of service in common areas of a residence hall will be charged the cost of repair, replacement, or restoration of the property or special service. In such cases, the Residence Life staff reserves the right to impose additional disciplinary sanctions. When the University cannot determine who is responsible, residents sharing that common area at that time will be responsible for any charges incurred; this includes additional services deemed necessary to prevent further damages from occurring. All charges will be divided equally based upon occupancy at the time of damage.

**You share responsibility, financially and in many other ways, for the conditions in your living area.**

### 3. **Quiet Hours**

**The University values the right to sleep and study in the residence halls.** We therefore maintain that a student's request for quiet supersedes another student's right to play music, visit with guests, or engage in any other activity. "Quiet" means that music, voices, and/or other noises cannot be heard in the hallway or in any room down the hall, or above or below, when a resident's door is closed. If repeated violations occur because of the inappropriate use of stereo or other musical equipment, you may be required to remove the stereo or musical equipment from the residence hall for a specified period of time.

The Department of Residence Life requires that quiet, as defined above, be maintained during the following hours:

***Sunday through Thursday:***

7:00 p.m. to 9:00 a.m.

***Fridays, Saturdays & Holidays:***

11:00 p.m. to 9:00 a.m.

**The right to sleep and study takes priority over all other activities and privileges.**

Although quiet hours cannot be shortened, your floor may choose to extend quiet hours while developing your Community Agreement (see "Community Agreements, above). During final exam periods, starting at noon the Friday prior to Finals Week, quiet hours are in effect 24 hours a day. In some cases, staff may impose extended quiet hours for a specific timeframe if it is deemed beneficial to the wing, floor or hall community.

**Although specific quiet hours exist, courtesy is expected at all times. When others are noisy, it is your responsibility to first speak to the person making the noise and request that he/she be quieter. If your request is ignored, please call the front desk. Be prepared to identify yourself to the Desk Receptionist so the Residence Life staff can contact you for further information about your concern.**

## **G. INTER RESIDENCE HALL GOVERNMENT**

### 1. **Inter Residence Hall Government (IRHG)**

The Inter Residence Hall Government (IRHG) has served as a forum to discuss, evaluate, and improve the quality of life in Creighton's residence halls since 1994. IRHG supports and promotes activities in individual residence halls and sponsors campus-wide programs and events. IRHG is governed by an elected President, VP for Administration, VP for Finance, VP for Service, Faith, and Justice, VP for National Residence Hall Honorary, and VP for National Communications Coordinator and an appointed VP of Operations. The Assistant Directors for Residence Life advise IRHG. The legislative branch is made up of the elected Presidents and representatives from each Residence Hall and Apartment Council.

### 2. **Residence Hall Councils (RHCs)**

Residence Hall Councils (RHC's) exist in each residence hall to promote and serve the interests of the students who live there. An elected or appointed president, vice president, secretary/treasurer, a service, faith, and justice executive, and IRHG Representatives govern each RHC. The Resident Director or Graduate Resident Director of their building primarily advises each RHC along with the Assistant Resident Director. The balance of each Residence Hall Council is made up of at least one representative from each floor or wing, called Floor Representatives. RHCs develop programs and activities that reflect the interests and needs of the residents of a given community. RHCs may also be called upon to assist with a variety of Residence Life activities, from all-campus programs to distributing and collecting information during the evaluation of their Resident Advisor. If you are interested in being a part of the RHC or IRHG, contact your Resident Advisor or Resident Director.

3. **Apartment Councils (ACS)**  
Each apartment building on campus has an Apartment Council, which operates in the same capacity as the RHCs. Each Apartment Council has a president, an administration and finance executive, a service, faith, and justice executive, and an IRHG representative.
4. **The Fr. John Holbrook S.J. Chapter of the National Residence Hall Honorary (NRHH)**  
Creighton's Fr. John Holbrook, S.J. Chapter of the National Residence Hall Honorary (NRHH) has been established to recognize the accomplishments of outstanding residence hall student leaders and staff each month, and is made up of the top 1% of the students living in our residence halls. NRHH chooses the recipients of the coveted Stephen Conroy for Excellence and Dedication in Residence Life Award established in 1987 and given to a graduating senior, the Timothy J. Sully Commitment to Residence Hall Excellence Award established in 2001, and the Hall of the Year Award. NRHH is also a branch of the Inter Residence Hall Government (IRHG).

## H. HOUSING ASSIGNMENTS INFORMATION

1. **Residence Hall and Apartment Agreements**  
Living in residence is a contractual agreement between the student and the Department of Residence Life at Creighton University. Below are a few items from the Agreement that are important to know. It is in the best interest of the student to have read the contract in its entirety before signing, as there are some items not covered below.
2. **Release from Contract**  
All unmarried undergraduate students from outside the immediate Omaha area as defined by the University are required to live in University residence halls during their first two years at the University. A request to be exempt from this requirement or to cancel the housing and food services agreement must be made in writing to the Associate Vice Provost for Student Life - Residence Life, Department of Residence Life, 136 Swanson Hall, Creighton University, Omaha, Nebraska 68178 by July 15 for requests for the upcoming fall semester, and by December 1 for the upcoming spring semester. Only the Associate Vice Provost for Student Life or his/her designee will be able to permit these exemptions. Residents should refer to their Residence Hall and Food Service Agreement or Apartment Living Agreement for other specific dates related to occupancy. Residents would have signed this agreement when they made a room reservation.

In the event the request is approved, the resident (and his/her co-signing parent or legal guardian if the student is under 18) will be refunded the remaining portion of the room fee. Residents who are on a meal plan will be refunded the unused portion of the board plan. Refunds are calculated on a weekly basis. Students who are approved to be released prior to the date on which they were to take occupancy may be held responsible for some fees depending upon the date of their release. Residents, who after occupancy commences (or was to have commenced), vacate the residence space without having obtained approved release from this Residence Hall and Food Service Agreement or Apartment Living Agreement, will be held liable for and agree to pay to the University all charges associated with occupancy of the space.

Students from the Omaha area may live in the residence halls. Otherwise, during their first two years at the University, students from the Omaha area must live with a parent or guardian unless given permission by the Associate Vice Provost for Student Life – Residence Life to live elsewhere.

Students receiving room and board as part of a scholarship or grant endowed by the University are required to live in University residence halls during the period they receive funds from the University. Should scholarship or grant students receiving full room and board choose to live off campus beyond their second year at the University, they will forfeit those scholarships or grant dollars that fund room and board.

For more details on release from occupancy, consult your Residence Hall and Food Service Agreement, your Apartment Living Agreement and/or your Resident Director.

3. **Room Assignments**

The University reserves all rights concerning assignment of rooms or the termination of their occupancy. While we try to honor specific building and roommate requests, we are not able to do so in all cases. The sole responsibility for such room assignments rests with the University. The University will not discriminate according to race, color, national origin, or religion regarding room assignments. Only students who are assigned by the Department of Residence Life to occupy a given room may live in that room. The University reserves the right to assign or reassign residents to rooms within residence halls at any time for any reason deemed adequate by the University in its sole discretion. The University reserves the right to reassign students in order to consolidate vacant spaces.

4. **Checking In**

Students may not move into the halls until the date designated by the Department of Residence Life. When you move into your residence hall room or apartment, you will be asked to review a Room Inventory to document any and all damages or conditions that are present when you assume occupancy of the room. **YOU MAY BE HELD RESPONSIBLE FOR DAMAGES WHICH ARE NOT DOCUMENTED ON THIS FORM.**

It is important that you tell your RA/RD about any discrepancies on the Room Inventory Form to avoid being fined for damages that occurred prior to your arrival. Both you and the RA should electronically sign the form, and you will be able to access your inventory in the StarRez (Residence Life) portal. You should also receive a room key, and in some halls a mail key. These should be kept with you at all times.

5. **Room Changes and Room “Freezes”**

To accommodate all interested students who want to live in the residence halls, to determine available space, and/or to help new roommates learn to live together, the University “freezes” room changes at the beginning of each semester. The room freeze typically lasts for two weeks and during that time no room changes will be approved.

If you wish to change rooms or space assignments after the room freeze, you must contact your Resident Director. If approved and if space is available, you will obtain official information for processing your room change.

**You should not expect staff to approve requests for room changes that are based on:**

- consideration of race, color, national origin, or religious preference; or
- conflicts between individuals related to lifestyle preferences or personal habits which, in the judgment of staff, are resolvable

**Changing rooms requires the approval of the Department of Residence Life. No changes will be granted for disputes based on race, color, national origin, religious preference, or resolvable differences.**

While staff accepts room moves as an occasional means of resolving serious conflicts, we are committed to exploring with all residents involved other means of resolving conflicts.

## 6. **If You Are Not Assigned A Roommate**

Occasionally, residents assigned to double occupancy rooms will go for a period of time without a roommate. This is especially true at the beginning of each new semester. During the room freeze period residents in that situation may receive a new roommate without prior notification. The Residence Life staff will make every effort to notify you of a new roommate if this situation occurs but cannot guarantee it.

After the room freeze is over and a room is not fully occupied, the Department of Residence Life will notify those residents living alone that they:

- (a) can consolidate with another student,
- (b) should be prepared at any time to receive a roommate who may be a new resident or one involved in a room change, or
- (c) can take the room as a private by incurring the additional assigned cost. This third option (c) is available on a limited basis as space permits and only when it is known that sufficient space exists to accommodate all students needing housing. This option is not available to residents in Opus and Davis.

**If option (b) is chosen, the room must be ready to accommodate new occupant(s) at all times.** If a resident does not contact the Department of Residence Life regarding the above options, it will be assumed that the resident's choice is option (b). At that time, the empty space(s) will be placed in the pool of openings for students requesting assignments.

Your willingness to welcome your new roommate will do much to ease his or her entry into the residence halls and Creighton University. Should your room not be prepared to welcome a new resident, you will be subject to possible sanctions in **addition to** being charged the additional expense of a private room for the semester.

## 7. **Checking Out**

Immediately prior to your move out, your RA or Resident Director / Graduate Resident Director will compare the condition of your room/apartment with the electronic Room Inventory completed at the time of check-in. Apart from reasonable wear and tear, you and/or your roommate will be expected to pay for damages, deficiencies, losses, or any special services incurred while you were an occupant of the room. Often exact amounts for charges and fines are not available at the time of your departure. The Coordinator of Housing Facilities will assess these damages and the Department of Residence Life will bill you accordingly. Common area damages may also be assessed just prior to check out. Please see "Common Areas."

When permanently vacating an assigned space for any reason at any time during or at the end of an academic year, you are responsible for completing the checkout procedures established by the University. These procedures include but are not limited to:

- cleaning and fully vacating your room, including the removal of all personal property;
- making sure that walls, furnishings, etc. are free of damage and defacement;
- removing all trash to designated trash receptacles;
- repositioning beds and other furnishings as you found them at check-in;
- turning off and unplugging all lights;
- closing all windows and opening blinds or curtains;
- turning heating or air conditioning units to "low";
- scheduling with your RA for an assessment of the condition of your room using the electronic Room Inventory;
- returning all assigned keys (and access cards, if appropriate); and
- updating your "NEST" address with the correct summer forwarding address card to ensure that you will receive any first class mail.

Failure to complete any of the above listed procedures may make you liable for damage assessments, fines, and/or other action. **(NOTE: These procedures do NOT apply to regularly scheduled vacation periods during the academic year. During these times, you may keep your personal belongings in your room. However, residence halls close over Christmas Break; therefore you will not have access to your room at that time.)**

The University reserves the right to remove and dispose of any property remaining in a room 24 hours after (a) a cancellation of the contract or lease by the University; (b) your separation or departure from the University [**note that any unexplained absence of ten days or more may be considered a departure from the University**]; or (c) the date you officially check out of your room. The University requires you to pay any costs incurred to remove any items.

## **I. MAINTAINING THE SECURITY IN THE HALLS**

### **1. Student Identification Card**

The student ID is important to student security, access to buildings and eating. It is important for a student to keep their ID with them at all times. At times a student may be asked to use the ID as collateral for equipment or for identification purposes during guest hours.

### **2. Residents Policy**

#### **Entering the Residence Hall or Apartment Building in Which You Live Between the hours of 9:00 p.m. and 7:00 a.m.**

Residents of each hall must give their Student ID to the Desk Receptionist in order to enter their residence hall during night hours. Sign in is not required.

### **3. Guest Policy**

#### **Resident Students Entering Any Residence Hall**

Any resident student may check into any residence hall in which they do not live, by leaving their Creighton student identification card at the hall desk and after being signed in by their host who has met them at the desk. A resident may check in a maximum of two guests at a given time,

#### **Non-Residents Entering Any Residence Hall**

Any non-resident must be approved and leave a valid picture identification card at the hall desk and be signed in by a student living in that residence hall. Residents are responsible for escorting their guests at all times. A resident may check in a maximum of two guests at a given time.

#### **Entering Any Residence Hall before 9:00 p.m.**

Any individual with a Creighton ID (faculty, staff, or student) can enter any residence hall before 9:00pm by checking in with the front desk staff. They will leave Creighton ID at the desk while they are in the building. Individuals without Creighton IDs must be checked in and escorted by a resident or a Creighton Community member who has checked into the hall at all times.

#### **Guest Hosting Policy for Upper-class Housing (Davis Square and Opus Hall)**

Any resident of Davis Square and Opus Hall who wishes to have a guest must meet their guest at the point of entry and escort their guest at all times while within the building. If a guest is meeting with multiple people within the hall, he/she should be escorted between rooms by a resident. All guests who are in the building without a resident host will be removed from that building. A resident may check in a maximum of two guests at a given time.

### **Overnight Guests**

Any resident who would like to have a non-resident guest of the same sex remain in their room overnight must register them as an overnight guest with staff at each Hall's front desk. No guest is allowed to stay for an extended period of time.

Parents and guests who do not reside in the residence halls are responsible for observing all policies and procedures outlined in this handbook. Residents are responsible for the conduct of their guests, and for escorting them at all times. The University does not assume responsibility for personal accident, injury, or illness sustained or caused by residents or guests of residents. A resident may check in a maximum of two guests at a given time,

#### **4. Visitation**

Guests of the opposite sex are not permitted to remain in a room or in a residential area past the specific visitation hours. Overnight visits with a sexual partner is incompatible both with the Catholic nature of the University and with the rights of the roommate and is strictly prohibited. Cohabitation, defined as living together outside of marriage in an intimate relationship, is incompatible both with the Catholic character of the University and with the rights of the roommate, and is strictly prohibited. Students or guests of the same sex or younger siblings of either sex under the age of 19 are permitted in a room after visitation hours providing the presence does not disrupt the normal activities of the roommate or other residents.

#### **University residence hall visitation hours are as follows:**

##### ***Sunday through Thursday:***

all campus housing hours 9:00 a.m. to 1:00 a.m.

##### ***Friday, Saturday and Holidays:***

all campus housing 9:00 a.m. to 3:00 a.m.

Being aware of these policies yourself and helping your guests and visitors to understand and abide by them will help make living on campus much more enjoyable for you and your friends. A student desk worker who asks for identification is simply doing his or her job, and your patient cooperation with them in these situations is greatly appreciated.

#### **5. Keys and Lock-out Keys**

Your student ID will serve as your key to enter your residence hall. All students are required to swipe their ID before entering their assigned hall. Failure to have your university ID will prevent you from being able to enter the hall, and you will need to check in at the desk to gain access to the building. You are able to check in through the desk two times without penalty; followed by three instances which each incur a \$1 fine, and each additional instance of not having your ID when entering the building will result in a \$5 fee.

When you check into the residence halls, you are issued one room key and, in some halls, a mailbox key. If you lose your room key, it is necessary to change the lock on your room to ensure that your room is secure; the cost for this service is \$30 in all residence halls except McGloin where the cost for this service is \$90. This process takes approximately two days and once completed, you may pick up your new keys at the front desk. If you lose your mail key, contact the front desk to order a new one; the replacement fee is \$15. It is prohibited to duplicate any residence hall key.

If you break a room or mailbox key, bring both portions of the broken key to the front desk. A new key will be ordered at a charge of \$5. If you notice that your key is bent, please bring the key to the front desk and it will be replaced at no charge.

It is important to let the front desk know within 48 hours if your key(s) is/are lost, stolen, or broken. This can greatly reduce the time you need to wait for a replacement key. All charges cover exactly the cost of lock and/or key replacement. You should keep your keys with you at all times. You should never leave your room unlocked even for a few minutes. Any student who is responsible for the unauthorized possession or use of University keys will be subject to serious disciplinary consequences.

When you checked into the hall, you signed your name on a "Lock-out Key Policy and Procedure" card. The desk receptionist uses this card to check out a lock-out key to you during the course of the year. Lock-out keys are available only to those registered to live in a particular residence hall room. The policy on lock-out keys follows:

Each room has one lock-out key available at the desk for use by the assigned occupant(s) of that room. To check out a key, you must present a valid Creighton ID to the desk receptionist. If your ID is locked in your room you may have to present other information or be let into your room by residence hall staff. The fee for a lock-out key is \$1, and the key must be returned to the front desk within one hour. Failure to return the lock-out key within one hour will result in a \$5 fine. If the lock-out key is not returned within 24 hours, the key will be considered lost, and a lock change will be ordered. A charge of \$30 will be levied to cover the costs of lock replacement and the production of new keys. Fees in McGloin Hall are \$90. To ensure the safety and security of residents and their belongings, anyone attempting to check out a key to any room other than his or her own will be subject to serious disciplinary action.

#### 6. **ID Entry in the Apartments**

In Opus and Davis, your Creighton ID will serve as your apartment "key." You will also have the option of acquiring an actual key to your individual bedroom within the apartment. Lockout cards (for the apartments) and keys (for the bedrooms) are provided at the front desk, according to the same checkout policy as described above for the residence halls. There is a \$5 fee for checking out a lockout card and a \$20 fine if the card is not returned within 1 hour. If you lose or break your ID card and get a replacement card, you will need to contact your Apartment Coordinator to arrange to have the new card number activated for your door.

#### 7. **Security**

You should lock your room every time you leave no matter for how long, and you should always lock your door when in the room alone, especially while sleeping. Thefts from residence hall rooms most often occur when residents leave their doors open or unlocked or their keys unattended. You can greatly reduce the potential for theft if you follow the advice listed below:

Engrave valuable personal property with your individual N.C.I.C. (National Crime Information Center) code number. Contact Public Safety (x2104) to obtain your computer code number and check out an engraver. Write down brand names, purchase prices, dates and serial numbers of all valuables as well as the name, account number, and expiration date of all credit cards. Check your family or personal property insurance policy to insure that your personal belongings are protected against loss. The University does not assume responsibility for damage to student property due to theft, fire, water, or other causes. Consequently, the University encourages all students to take valuables with them when they leave for holidays, breaks, or other extended periods. Your insurance policy is your only protection against such loss. If your family policy does not apply, you may wish to consider a personal property insurance package.

Register your bicycle with Public Safety. Failure to do so makes it difficult to verify the owner if the bike is stolen and subsequently recovered. Report any loss immediately to your Residence Life Staff and Public Safety. Report immediately any suspicious persons or activities you see by calling your front desk.

**You are responsible for the safety and security of your personal possessions. Take steps now to prevent situations in the future.**

## 8. Personal Searches

The University reserves the right to search a resident or his/ her belongings if a University official believes that a student is in violation of Creighton University policies and/or procedures or local, state, or federal law.

Furthermore, if a University official believes that a student or his/her guest is in violation of Creighton University policies and/or procedures or local, state, or federal law, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items brought into the residence halls.

1. If a University official believes that a student or his/ her guest is in possession of alcohol, whether by someone under age 21 or by someone of age transporting items to a minor's room, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items brought into the residence halls.
2. In addition, a student, his/her guest, and any items they have may be inspected if it is believed that the student or his/her guest is in possession of drugs, other illegal items, or items that are against University policies.

## J. RESIDENCE HALL SAFETY AND OTHER RELATED POLICIES

### 1. Appliances

Cooking is allowed only in our apartment communities: Davis, Heider, Kenefick and Opus. We expect residents who decide to cook to use only items that are in good working condition, and take proper precautions in preparing food items.

However, cooking is not allowed in rooms in our traditional style residence halls. As a result and because of the potential fire hazard, no open coiled appliances are approved for use in residence hall rooms.

The following is a list of approved items for Residence Hall use. For a list of suggested items to bring to campus check, [http://issuu.com/creightonuniversityresidencelife/docs/what\\_to\\_bring\\_to\\_campus](http://issuu.com/creightonuniversityresidencelife/docs/what_to_bring_to_campus) All of these must have the Underwriter's Laboratory Seal of Approval and be in good condition:

- Electric irons
- Hair dryers, curling irons, and hot rollers
- Electric Blankets
- Televisions and DVD/Blue Ray Players
- Stereos/sound systems
- Computers and printers, tablets, and similar devices
- Microwave ovens no larger than 1.2 cubic feet
- Refrigerators and freezers no larger than 6 cubic feet
- Small portable fans

### 2. Bicycles

Bicycle racks are provided by the University outside of the residence halls. You may not store bicycles in residence hall common areas. Bicycles may be stored in student rooms as long as all roommates agree and the storage does not block egress or otherwise violate University policies.

### 3. Candles and Other Items with a Flame

Because of the significant risk of fire and the inability to contain scents to a given room, anything with an open flame, as well as flammable and/or excessively fragrant materials (including candles, incense, and potpourri pots) is prohibited in the residence halls and apartments. In summary, no open flames may be used in the residence halls and this includes cigarettes, lighters, pipes, etc. Candles, whether used or not, may not be kept in the residence halls. **Creighton University is a tobacco free campus.**

#### 4. **Christmas Safety**

Because they constitute a significant fire hazard, live cut Christmas trees, wreaths, or greenery are not permitted in the residence halls. Also, only Underwriter's Laboratory-approved electrical cords and lights may be used in the decorating of residence hall rooms. Only non-flammable Christmas decorations are permitted, however, no decorations are to be hung on the door to students' rooms, or any other fire door, due to fire code. All Christmas decorations must be removed before Christmas break.

#### 5. **Cleanliness**

You are responsible for maintaining a reasonable standard of cleanliness in your room. An unclean or unsafe room may be cause for action on the part of the University. The University reserves the right to check rooms at any time and assess fines and fees accordingly. Rooms will be inspected when the resident takes occupancy, in mid-Fall semester, during the Christmas break, in mid-Spring semester, and when the resident vacates the room. (see also "[Your Room and Roommate](#)") Residents of a floor or wing share the responsibility of keeping their environment reasonably clean, including the hallways, lounges, and bathroom areas. Any floor member who intentionally or unintentionally creates a mess in the residence halls will be held responsible for cleaning up that area. Each building has trash and recycling receptacles.

#### 6. **Fire Safety, Smoke Detectors, and Sprinkler Heads**

The most effective way to avoid harm in a fire is to be prepared BEFORE the emergency occurs. In the residence halls we do this in several ways. At the beginning of the semester, your RA will explain all emergency procedures and relevant information, including the locations of exit stairwells, fire extinguishers, and alarm pull stations. Additionally, each hall will hold unannounced and/or announced fire drills during the course of the school year. **IT IS VITAL TO YOUR SAFETY THAT YOU EVACUATE YOUR HALL WHENEVER A FIRE ALARM IS SOUNDED. ALWAYS ASSUME THAT THERE IS A REAL FIRE, AND EXIT THE BUILDING IMMEDIATELY.** Failure to leave the building may result in a fine and/or disciplinary action.

If you are physically challenged or become physically challenged (sprained ankle, any injury requiring crutches, etc.) at any time during the year, notify your RA immediately to be placed on the mobility impaired list maintained at the front desk of your hall. Upon doing so, you will receive further emergency procedure information and instructions. The front desk maintains an up-to-date list of mobility impaired students in the event of an evacuation. Elevators are not in operation during a fire alarm.

If you see a fire or smell smoke, pull the nearest fire alarm pull station and immediately proceed to the front desk. Once you have given the desk receptionist the specific location of the fire, leave the building. Never attempt to put out a fire yourself.

If you hear a fire alarm, immediately exit using the nearest stairwell. Please comply with any instructions given by building staff or emergency personnel. Once evacuated, stand clear of the building and all driveways until residence hall, Public Safety, or emergency personnel indicate that you may return.

If you are trapped in a room, move to the window and wave brightly colored clothing or a light to alert rescue personnel to your location. If possible, write your room number on a piece of paper and place it in the window. Open the window at the top and bottom to let fresh air in and heat and smoke out. Keep your room door closed and place wet towels along the bottom of the door.

Smoke detectors are provided in every room to help prevent personal injury. When the smoke detector sounds:

- If there is a fire, exit the room, close the door, pull the alarm, report to the front desk and evacuate the building.
- If there is no fire, extinguish heat or smoke sources, open windows and door and tell other residents that there is no fire. Call the front desk immediately to notify them of the false alarm. If the detector does not stop, call the desk and report the smoke detector malfunction.

If you hear a smoke detector in someone else's room and the door is closed, knock on the door. If there is no response and the detector has not stopped sounding, call the front desk to request that a staff member investigate the problem. It is a violation of residence hall and University rules and regulations to tamper with or render inoperable one's smoke detector.

Sprinkler heads are located in Davis Square, Deglman, Kenefick, Kiewit, McGloin, Opus and Swanson halls to help prevent personal injury. You must not block your sprinkler head in any way including using it as a fixture from which to hang personal property. It is in violation of residence hall and university rules and regulations to tamper with any fire suppression device.

**Assume every fire alarm is a real fire, and exit the building immediately.**

Due to fire code, students are not allowed to post any paper material on the exterior surface of their room door. Residence Life staff will post door name tags that have been treated with a special fire retardant chemical, but no other paper materials are to be posted.

**7. Lamps and Lighting**

Halogen lamps are considered a fire hazard due to the high temperature that these bulbs reach when in use. Consequently, all halogen lamps (floor lamps, desk lamps, or any other lamp containing a halogen bulb) have been banned from Creighton University residence halls

**8. Motorized Vehicles**

Motorbikes, motorcycles, or any device requiring the use of combustible fuels create a potential fire hazard and may not be ridden or stored in residential hall property at any time. Persons responsible for such items will be charged for the removal and storage of said items. All vehicles should be stored in appropriate vehicle student parking spaces.

**9. Pets**

For health and safety reasons, cats, dogs, birds, and other animals are prohibited in residence hall rooms and apartments. The two allowable exceptions are fish in small aquariums (under 10 gallons) and guide dogs belonging to the visually or hearing impaired. No pets will be allowed to remain in the hall when the halls are closed. You will be charged for any removal and/or cleaning costs incurred because of your pet.

**10. Power Failures**

In the event of a power failure, emergency lights will activate. Remain calm and do not use candles or other flames. Keep hallways and common areas free of obstruction.

**11. Severe Weather / Tornado Safety**

Due to the possibility that a tornado watch or warning could exist in the Omaha area, students are advised to be aware of weather conditions. The University will use CUAAlert in the case of an impending tornado so all students are encouraged to sign onto this system for this and other emergency information. A Tornado Watch implies that the weather conditions are such that a storm could develop. A Tornado Warning indicates that a tornado has been sighted, though not necessarily on the ground, somewhere in the Omaha area. The sirens you may hear are meant to warn those outside that a storm is in the vicinity and thus, students should not wait for the sirens before they move to safety. There is not a siren that designates an all clear signal. Instead, Tornado and Storm Warnings have a time limit. This time limit, unless extended by the Weather Service, should indicate that any storm conditions that existed have passed.

When a Storm / Tornado Warning exists, students should move to safe areas designated in each residence hall. These are:

- Davis Square – Storm shelter in the basement of the west building (Room B15)
- Deglman Hall – Basement hallway
- Gallagher Hall – Basement in the south stairwell
- Heider Hall – Garage area, stay clear of entrance door
- Kenefick Hall – Garage area, stay clear of entrance door
- Kiewit Hall – Basement
- McGloin Hall – Ground floor interior rooms – vending area or study area beneath main entrance.
- Opus Hall – Storm Shelter in southwest section of the complex.
- Swanson Hall – The basement and first two floors of the north stairwell.

## 12. **Smoking**

Creighton University is a Tobacco-Free campus and prohibits the use of unlawful drugs including marijuana; as such, smoking is prohibited in all areas of all residence halls and apartment communities. This prohibition extends to smoking of any kind, including the use of electronic cigarettes or paraphernalia. (See Tobacco-Free Policy and Unlawful Drugs Policy in the Creighton University Student Handbook).

**Smoking is not allowed either inside or outside of the buildings on campus, including the residence halls.**

## 13. **Solicitation and Conducting Businesses from the Residence Halls**

All door-to-door solicitation and selling within the residence halls or apartments by students or commercial salespersons are prohibited. Likewise, no flyers, advertisements, coupons, etc. may be placed under the doors or hung on doorknobs in any residence hall. If you witness a solicitor on your floor or in the building, contact the front desk immediately.

In certain circumstances, a student, student group, or a commercial salesperson may be given limited privileges to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Resident Director. Students may not sell anything, post notices, solicit for any purpose or conduct any business enterprise from their rooms, suites or apartments without the written permission of the Associate Vice Provost for Student Life-Residence Life or his/her designate.

## 14. **Sports**

Riding skateboards, roller skates, in-line skates, scooters or bicycles, throwing Frisbees and other projectiles are not permitted in the residence halls. Likewise, residents may not engage in any sports play (e.g. golf, baseball, hockey, soccer, lacrosse, water fights) or “rough housing” in the residence halls.

## 15. **Windows, Ledges, Roofs and Balconies**

At no time should any person or object be on a roof or ledge for any reason. If you, or your personal property, are found on a roof or ledge, you will be subject to disciplinary action. Throwing any item from a hallway, roof, ledge, window, or balcony is prohibited and is subject to a \$100 fine. This includes trying to throw an item or object from outside the building up into a window, ledge, roof or balcony. When an object is thrown from the window of a resident’s room and the identity of the person cannot be determined, the residents of that room will share any fine or sanction that is assessed. To maintain the appearance of the residence halls, items may not be displayed in or hung from windows or ledges.

As a safety precaution, the number of people on a balcony at any given time should be limited. No alcohol is permitted on the balcony. Hanging, jumping or moving from balcony to balcony in any fashion is subject to disciplinary action. Balconies should remain free of debris, laundry and grills. Students may place their personal furniture on the balcony. University furniture should not be placed on balconies in order to keep it from being exposed to the elements. Students with University furniture on their balcony will be charged a furniture replacement or repair cost.

Windows must remain closed when the building's heating or cooling system is on, both for energy efficiencies and potential system damage. Damage may occur to the radiator in the room if a window is open when the heating systems are on and it is cold outside; students will be held responsible for any such damage and associated cleanup that may occur due to opening a window during the winter months. A fine of \$50 may be assessed if a resident opens their window when the heating/cooling systems are in operation; windows may be opened only in the fall and spring months when these systems are not operating. Ask your RA if you are uncertain as to this timing. If the temperature of a student's room is not at a comfortable level, the resident may submit a maintenance request for review of system operation.

The large, center windows in Kiewit Hall rooms and windows without screens in the common areas of these buildings have been bolted shut for your safety. These windows may not be opened for any reason. Any room or floor found with their large window open will be assessed a \$100 fine. Screens must also remain in place.

Students may not post signs, posters, banners or other printed material, art or advertisements in windows, inside or on the outside of the buildings, or on the grounds without the written permission of the Resident Director of the residence in which the resident resides.

**For what should be obvious safety reasons, being on a ledge or roof, as well as throwing items from open windows, ledges, or roofs, is strictly prohibited.**

## **K. CONDUCT AND POLICY VIOLATIONS**

A focus of Residence Life policies is not to restrict your freedom but to create a comfortable, quiet, and safe community- living environment that supports every student's pursuit of academic and personal goals. Our primary purpose is to help educate students to be responsible members of a community. We expect that each student meet certain minimum standards of expected behavior and take responsibility for the consequences of his/her behavior.

As a residence hall student you must abide by the following sets of policies and agreements:

- Roommate agreements
- The terms of your Community Agreement;
- The terms and conditions sets forth in your Residence Hall and Food Service Agreement or Apartment Living Agreement;
- University rules and policies found in the Student Handbook;
- Federal, state, and local laws.

**You are responsible for knowing and following the rules and regulations for your community.**

When you are involved in policy violations all incident reports and all letters from the Resident Director, Graduate Resident Director and/or other University officials regarding those incidents are on file in the Center for Student Integrity (CSI). Every document in your file is available for you to read. This information is otherwise restricted. Your file remains active until you have graduated from the University; sanctions will carry-over from year to year.

### **1. Confronting a Policy Violation**

Residence hall staff is responsible for confronting any policy violation that they encounter in any residence hall. Students are expected to assist staff in creating a positive living environment by confronting each other and/or notifying staff of those people who violate expectations.

It is equally expected that residents who are confronted be courteous and cooperative. Failure to cooperate, providing false information, or acting out through verbal or physical abuse to a staff member is considered

among the most serious of violations. It is likewise important to bring to the Resident Director's attention any incident in which you feel a staff member may have acted inappropriately.

## 2. Incident Reports

When a resident is involved in a policy violation or an incident, a Residence Life staff member will document the details of the situation on an Incident Report. Not all Incident Reports involve policy violations. Some are used to document equipment malfunctions, illness, theft or loss, emergencies, and any of a variety of other situations.

Because the Incident Report is written objectively, it is important that you give clear details of any situation in which you are involved. The Resident Director reviews all Incident Reports and may request to discuss the details of the report.

## 3. Meeting with a Member of the Student Life Staff

When a Resident Director or Graduate Resident Director receives an Incident Report, he or she explores the details of the incident. If the details of the report indicate that a student may be in violation of the Student Code of Conduct the report is referred to the Center for Student Integrity and a judicial officer is assigned. Hearing officers include Resident Directors, Associate and Assistant Directors of Residence Life, Director and Assistant Director of the Center for Student Integrity and the Associate Vice Provosts for Student Life.

When a Resident Director or another judicial officer meets with a student who may have been involved in a policy violation, the primary goal is to determine the circumstances of the incident and ascertain which parties are responsible for what specific policy violations, if any. Your cooperation, even if you believe you were not responsible, is critical to the successful resolution of the incident.

Following your involvement in an incident, a member of the Student Life staff will send you a letter asking you to schedule an appointment with him or her, or his/her designee. This letter will also provide specific guidelines about when the appointment should take place. It is important that you carefully follow these instructions. Ignoring this letter will lead to more serious action. At this meeting, you will be given an opportunity to share your version of the incident. Your honesty is important; providing false information is a serious violation of University policy.

Once you have shared your version of the incident, the staff member will explain where he or she believes your responsibility lies and will work with you to develop an appropriate sanction, when applicable, in order to help you learn from this experience. Although it may be tempting to compare the results of your meeting to that of a peer in a similar situation, it is important to remember that each person and each situation is considered entirely on an individual basis. No two incidents are ever identical.

**You are guaranteed the right to have your side heard in any situation. All of the University's disciplinary processes are designed to be equally fair and objective for all students.** Along with our efforts to give every person a fair hearing based on the particular circumstances of his or her situation, we seek to be consistent in dealing with incidents across campus. For this reason, we have some standard guidelines for sanctioning from which we work.

## 4. Sanctions

A Student Life staff member has authority to levy any combination of the sanctions detailed in the Student Conduct section of the Handbook. Failure to comply with any sanction will result in more serious action, including but not limited to additional sanctions.