

2024 - 2025

Vincennes University Owned Apartment Handbook

Third Street
&
French Quarter



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2024 – 2025 VINCENNES UNIVERSITY
UNIVERSITY APARTMENT HANDBOOK

WELCOME TO HOUSING/RESIDENTIAL LIFE!

Vincennes University regards residential life as an integral and important part of your total educational experience. Living in a university apartment is an experience in which cooperation must occur. This living situation presents the opportunity to develop social skills, self-discipline, and a sense of responsibility.

Each university apartment is a small community where you will become acquainted with students who are equally interested in succeeding and developing social responsibility.

Your cooperation is necessary if your apartment is to remain attractive, orderly, and a comfortable place to live. You are to conduct yourself according to the regulations of the university and the laws of the city, state, and federal governments. In addition, it is expected that each student honors the Student Creed in and around the apartments. Included among the many responsibilities you have as a student are working to the fullest of your capacity to achieve your educational goals and respecting the rights of other citizens in your community.

This handbook provides guidelines and expectations for developing the community and maintaining community standards. Your success as a student, and growth as a person, depends upon your willingness to recognize and accept these challenges and responsibilities. With this acceptance, you will find life in and the apartment community to be an enjoyable and valuable experience.

Tenants are asked to contact their Coordinator for University Owned Apartments whenever an emergency arises. Tenants should contact the Coordinator with any minor maintenance issues (non-critical) that occur outside the Coordinator's hours of availability the following business day. Normal hours of operations are Monday – Friday 8:00 AM – 4:30 PM. Appointments can be scheduled outside the normal hours if needed.

- I will report any suspicious behavior I see on campus to staff and campus police.
- I will take advantage of opportunities to gain independence from home realizing college is a time to grow and develop.
- I will use critical thinking skills to solve problems, realizing there are appropriate times to turn to staff and my family for help and there are times where I need to solve my own problems.
- I will address conflict in a respectful and positive way, not using language that is abusive or offensive as well as not resorting to physical or verbal violence.
- I will refrain from initiating or responding to conflict via social media.
- I will seek help from hall/apartment staff if I do not believe I can resolve the conflict.
- I will gain an understanding of people who are different from me.
- I will refrain from using language or action that may be offensive to other's beliefs and lifestyles.
- I will respect my apartment by cleaning up after myself, not damaging university property, respecting my housemates'(s) belongings and treating maintenance and custodial staff with respect.
- I will contribute to a positive environment by keeping with personal hygiene, as well as respecting public areas by keeping my living space clean.

*** WHO WE ARE ***

HOUSING AND RESIDENTIAL LIFE OFFICE

Location: Clark Hall (Entry Level)

Phone: 812-888-4225

The Housing and Residential Life Office administers services related to students and the residence hall/apartment staff. Areas of concentration are academic development, social and educational programming and Residence Hall Government (RHA). The office also monitors the Residential Life Conduct System serving as a referral agent to the Dean of Students and/or Campus Police. The Housing and Residential Life Office conducts the selection, training, supervision, and evaluation of Residential Life Staff. Housing assignments are also made through this office.

HOUSING AND RESIDENTIAL LIFE STAFF

Bradley Wolfe, Director Housing/Residential Life
 Carleen Turner, Secretary, Housing/Residential Life
 Bryce Myers, Coordinator for French Quarter Apts.
 – South Campus
 Apartments
 Dyan Burton, Coordinator for 3rd Street Apartment.
 Residence Hall Coordinator- North Campus

812-888-4225

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RESIDENTIAL LIFE STAFF

Residence Hall Coordinators (RHC) and Assistant Residence Hall Coordinators' (ARHC) are employees, which work with residential life and are familiar with the residential life system and the campus.

The RHC and ARHC(s) can provide valuable assistance in your orientation to college life and group living. If unable to answer your questions, they will refer you to the appropriate person or office on campus.

Residence Hall Coordinators (RHC) - The Residence Hall Coordinator is a dedicated professional who creates and maintains a residential community conducive to student learning, development, and retention. The RHC is responsible for recruitment, selection, training, supervision, and evaluation of Residential Life staff; in addition, he/she coordinates the discipline system while interpreting and enforcing University policies and procedures.

Assistant Residence Hall Coordinators' (ARHC) works with the Residence Hall Coordinator and Residential Life staff to create a positive living and learning environment. The Assistant Residence Hall Coordinators is directly responsible to the Residence Hall Coordinator and represents the RHC as needed in his/her absence.

Resident Assistants (RAs) are student staff members who develop communities, plan activities and events, and hold regular wing/floor meetings. RAs provide guidance to all residents and facilitate regular interaction between residents on the floor and within the hall. RAs are on duty certain evenings and weekends, monitor their respective front desks, and assist with various retention and recruitment activities. RAs must maintain a high standard of behavior, meet GPA requirements, and pass background checks.

Members of the residential life team staff are to do their assigned duties free of harassment, intimidation, or threatening behavior from those with whom they work. When a staff member is engaged in the performance of authorized duties, the following behavior will result in disciplinary action, removal from the apartment/residence halls, or other actions:

1. Verbal abuse (including, but not limited to biased slurs).
2. Physical intimidation or menacing behavior directed at the staff member.
3. Display of visual materials that demean or humiliate a staff member.
4. Interference with a staff member while he/she is performing assigned duties.
5. Failure to comply with the reasonable request of a staff member.
6. Failure to respond to questions/instructions of a staff member performing assigned duties (including, but not limited to, opening a room door, giving information, or showing university or state ID). Failure to show ID will result in disciplinary actions.
7. Failure to acknowledge or comply with a staff member's request to enter a resident's room when that staff member announces that they are acting in the performance of their duties.

The Residence Hall Coordinator (RHC) and/or Assistant Residence Hall Coordinators are responsible for the total environment of the hall/apartment(s). Toward this end, the RHC and/or ARHCs will help you by interpreting and enforcing regulations set forth by students and staff. The entire residential life team is available to help make your apartment stay a positive and enjoyable experience.

RESIDENTIAL LIFE BASICS

TENANTS RESPONSIBILITIES AND CONDUCT

Vincennes University seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Students are expected to conduct themselves in a manner that is consistent with the University Owned Apartment Handbook and Standards of Student Behavior.

CHECK IN AND CHECK OUT

No check-ins or checkouts will be done between the hours of 10:00 pm midnight and 7:00 am.

All occupants checking in to Vincennes University Housing will be issued or e-mailed a Room Condition Report to complete. This report helps the apartment staff ensure that everything about your room and the apartment up to an acceptable standard. The form is also an Assistant Residence Hall Coordinators Additionally, when you move out of the room your form will be used to determine if any new wear and tear or damages were caused during your time occupying the room. The detailed report that you complete identifies any problems already existing when you moved in so you will not be charged for those damages/repairs when you move out.

Room inventory and condition forms are due within 48 hours of the date you check into your room; they will need to be e-mailed to your Coordinator of the University Owned Apartments. Failure to complete a room inventory and condition report within this timeframe will automatically result in your accepting the room's condition and forfeiting the right to appeal damages.

If you have any questions about the room inventory and condition form, please contact your Coordinator for University Owned Apartments

The University Owned Apartment staff will conduct an apartment/room inspection after the tenant has officially checked out of the apartment to detect any damages not previously noted on the apartment/room inventory card during checkout. The tenant(s) of the apartment will be accountable for additional damages, individually or jointly.

CHECK-OUT APPROVAL

A check-out approval form is needed before checking out of your apartment before the end of

the contract term. Students must visit the Housing/Residential Life Office to obtain this form. The housing office is located in Clark Hall. Failure to check out of the apartment with an apartment staff member will result in a \$25 charge plus any incurred damages and lock changes. All apartment check IN/OUT procedures shall be followed or result in various charges. Students will be charged to clean room or discard items left.

Any possessions left in the apartment after the tenant(s) have checked out, or after tenant(s) fail to complete the checkout process will be discarded from the apartment(s). The Housing/Residential Life Office assumes **no responsibility for any item(s) left behind.**

Tenant's items will not be released to any other individuals without a signed letter from the tenant authorizing the person to remove items from the tenant's apartment. This letter must include the tenant's name, apartment address, and authorization to remove items and name and birthdate of the individual who will be removing items from room. Person removing items will have to sign the in/out card indicating they have removed items and to document the condition of the room.

CONSOLIDATION

As outlined in the terms and conditions of the apartment contract, the University reserves the right to reassign students to another university owned facility (either apartment or residence hall) if space or circumstances require. All housing assignments are made at the discretion of the Office of Housing/Residential Life. A student (lessee) whose housemates' leaves may be asked to consolidate by the student (lessee) by moving to an under occupied property or having new housemates assigned at the discretion of the University. The contract agreement shall not be assigned or sublet by the Lessee.

ROOM/APARTMENT/HALL CHANGES

Room/apartment changes can be considered AFTER THE FIRST TWO WEEKS OF CLASSES through midterms. After midterms room changes will be considered on a case by case basis. This process originates with your Coordinator for University Owned Apartments. The Housing Office Staff must give the final approval. If the change relates to personal incompatibility, all parties involved should contact the coordinator of the apartments for advice and assistance.

All moves must be completed within 48 hours of approval; otherwise, the move is void. An administrative charge of \$10 will be charged for each room/apartment change. This payment is made at the Housing/Residential Life office once both coordinator's signatures have been obtained on the form. Housing Office Staff approval will be obtained once all signatures and fees have been paid. The receipt for room change should be given to the apartment staff along with the room/hall change form once completed.

Under no circumstances should a tenant make a room change without following the proper procedure. Unauthorized changes cause confusion. The unauthorized move charge is \$25.

STUDENT FINANCIAL RESPONSIBILITIES

Failure to satisfy the financial obligations as listed in the Housing Contract in accordance with

the University Room and Board Rates and Payment Schedule may result, at the sole option of the University, in the denial of further meals. There is no credit given for services (e.g. meals) withheld due to late or non-payment of fees.

TENANTS ACADEMIC RESPONSIBILITIES

Tenants falling below the full-time student status (12 credit hours) must meet with the Coordinator for University Owned Apartments to discuss their academic progress and plans for improvement. Residents who fall below hours because of non-attendance and who have a history of non-attendance and residence hall infractions could face removal from the residence halls and university owned apartments. Students who fall to zero hours must vacate the residence halls and university owned apartments immediately.

APARTMENT INSPECTION

Apartment inspections occur before, during, and/or after occupancy. Damages are the responsibility of the apartment/ room's occupants. Health and safety inspections are conducted pursuant to the university's contractual right (see ROOM ENTRY BY STAFF PERSONNEL AND RIGHT TO ACCESS), to prevent apartment/rooms from becoming health and/or safety hazards. If an apartment/room is significantly substandard, the occupant(s) will be given a reasonable amount of time to correct the situation. The Coordinator will meet with the student(s) and discuss this matter outlining the timetable for correcting the situation. If the situation has not been corrected in stipulated time, an outside cleaning company will be contracted to clean the room/apartment. The Coordinator will meet with the student(s) to determine a date and time at which the student(s) must be present while the room/apartment is cleaned. A charge determined by the cleaning company will be assessed to the tenant's room and board account.

During announced vacation periods, apartment staff may inspect your apartment/room to find any damages or safety concerns. Inspectors do not open drawers or search through personal belongings. Apparent violations of regulations or statutes go to the Coordinator for University Owned Apartments. If the inspectors discover damages, missing appliances, or irregularities in your apartment/room during inspections, both you and your housemates(s) are jointly responsible if individual responsibility is not apparent at that time. You are responsible for the state of your room and for any damages, you cause or allow within your room and the apartment.

ROOM ENTRY BY STAFF PERSONNEL AND RIGHT TO ACCESS

To protect the health, safety, and welfare of the tenants, the university reserves the right to have its authorized personnel (including but not limited to apartment staff) enter tenant's rooms/apartment to make necessary inspections for service, maintenance and repair, and/or for emergency purposes. University personnel may also enter a tenant's room/apartment in the event of illegal activity or when the tenants of the room/apartment are violating university or apartment rules and regulations. The apartment staff can/will conduct monthly health and safety inspections.

MEDICAL EMERGENCIES

If you encounter a medical emergency, please following these steps:

1. Call 911 or have someone call for you. If someone else calls, have the person report back to you to verify that he/she have called 911.
2. If it is possible and safe to do so:
 - 1) Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
 - 2) Provide first aid until help arrives if you have appropriate training and equipment.
 - 3) Send someone outside to escort emergency responders to the appropriate location.

Housing/Residential Life staff do not transport students to the hospital due to liability issues. For additional information, contact the Vincennes University Police at (812) 888-5555.

APARTMENT FACILITY

The university supplies a washing machine, dryer, range, refrigerator, dishwasher (French Quarter Only), and garbage disposal (French Quarter Only). Upon checkout, all appliances must be in good working condition. Students will be charged for missing or damaged appliances. Apartment/Room-cleaning services are not provided.

EQUIPMENT MAINTENANCE, REPAIR, AND REPLACEMENT

It is the desire of the university to maintain and improve the condition of each apartment facility. As a member of the community, you should take the responsibility to report items in need of repair to the Coordinator for University Owned Apartments. Prompt reporting increases the efficiency of repairs.

OCCUPANCY

Apartments will be ready for occupancy at 8:00 a.m. on the official opening day of the set contact date. The apartments are open for student occupancy throughout the contact period. Please refer to the contract for the contract period. The university reserves the right to assign accommodations when considered necessary. The university also reserves the right to make reassignments and adjustments as necessary to resolve problems or situations that may adversely affect the academic or general environment of an apartment area.

STUDENT ROOM/APARTMENT REGULATIONS

- A. Alarms and non-university locks/latches are not allowed to be placed on doors.
- B. Students may not enter or use empty rooms for their private use. Students must only occupy their assigned room.
- C. Room decorations that affix to or suspend from the ceiling tiles or light fixtures are not allowed. The tenants for any reason cannot remove ceiling or floor air vents.
- D. Tenants may not alter, change or rewire any of the electrical facilities in the apartment/room including telephone jacks, outlets, fixtures, etc. The fire and safety hazards are obvious.

- E. Tenants may not paint their apartments/rooms. Only university personnel will do painting. If a tenant feels his/her room is in need of painting, report it to the Coordinator for University Owned Apartments.
- F. Tenants are not to burn candles or other substances producing open flames or embers, including incense, in tenant rooms or any university apartment. For reasons of safety, report all fires, no matter how small, to the Coordinator for University Owned Apartments immediately. Any tenant(s) found responsible for causing a fire in the university apartment will pay the cost of repairs and face legal ramifications.
- G. All windows are equipped with screens. For reasons of health and safety, never remove or damage a screen in any way. The screens are secured in place for your own safety and removal will result in a \$50 reinstallation charge.
- H. Tenant's room windows should be kept clear of all opaque material such as aluminum foil, black plastic, posters, flags, signs, etc. Windows should be kept free of debris to help fire fighters locate the source of the fire and affect any rescue efforts.
- I. Tenants may not display pornographic material outside their room/apartment doors.
- J. No alcoholic cans or bottles containing or once containing alcoholic beverages may be in the rooms/apartment as they can attract insects and/or suspicion.
- K. For health and humane reasons, there are no pets allowed in the in the university apartments except small fish in aquariums (10 gallon or less). Lab specimens are also not allowed the apartment. All other animals, reptiles, or birds violating this policy are subject to impoundment.
- L. Below are guidelines tenants should follow to help in controlling problems with pests or insects:
- Keep all food in sealed containers.
 - Wash dishes and utensils promptly after use.
 - Keep the trash can clean and do not let trash build up.
 - Keep your refrigerator clean inside and out.
 - Clean your room/apartment regularly. If you have a problem with pests, inform the Coordinator for University Owned Apartments - a work order will be submitted for pest control to be contacted.
- M. No sports activities are allowed inside the apartments. Such activity could lead to the possibility of personal injury, damage, and creates disturbances.
- N. The following policies adhere to fire and safety laws of the state of Indiana regarding public buildings.
- No live Christmas trees or greenery is allowed in apartment rooms or in the university apartments. Artificial trees with lights are allowed; however, lights are not allowed on aluminum trees.
 - All decorating materials used in the apartment areas must be flameproof. No displays and/or decorations made of paper, dried vegetation, straw, corrugated



cardboard, or light plastics are allowed.

- Use UL approved lights only. If in windows, on porches or balconies' take care to see that lights and draperies do not touch.
 - There should be nothing that at any time impedes the flow of traffic or egress. This includes bicycles, lawn furniture etc. All porches and balconies should be free of items.
 - Light bulbs and light fixtures must not be covered with paper, cellophane, or paint.
 - Do not overload extension cords or electrical outlets. Only use approved electrical cords.
- O. Electrical appliances such as computers, printers, scanners, refrigerators, microwaves, etc. should be unplugged during any break longer than a week when the you are not around your apartment to prevent damage in case of a power outages.
- P. Do not use staples, screws, other adhesives or pins, on/in the walls, ceiling, floors, doors, window trims, or furnishings of rooms/apartment. These items can alter, mar, scratch, or deface the facilities. Use only masking tape or poster tack. Students should be careful when removing tape or poster tack to ensure damage is not done to the premises. Duct tape or electrical tape is not allowed.

SERVICE AND ASSISTANCE/EMOTIONAL SUPPORT ANIMALS (ESA)

In compliance with the Americans with Disabilities Act, the Fair Housing Act, HUD and other applicable local, state, and federal laws, Vincennes University generally permits students in University housing to have a service or assistance/emotional support animal if it is shown to be necessary to afford a student with a documented disability an equal opportunity to use and enjoy University housing. Specific requirements and guidelines concerning service and emotional support animals on campus can be obtained by contacting the Office of Diverse Abilities and Accommodations at 812-888-4501.

In order to bring a service or assistance/ESA animal to campus, the Owner must contact the Office of Diverse Abilities & Accommodations as early as possible to allow time to gather and review all necessary documentation. If possible, the Owner should make their request at least 30 days prior to the start of the academic term (Fall, Spring, and/or Summer). Vincennes University and the Housing/Residential Life Office have the discretion to determine where an Owner will be housed (hall, room, etc.). If a request is made after this 30-day period, or during the term, the Owner may be required to relocate to a different room and/or building in order to accommodate their request. Service or assistance/ESA animal may not be in the Residence Halls until all paperwork and approval have been obtained by the Office of Diverse Abilities and Accommodations. An Agreement for Service/Assistance Animals Residing in University Housing and Residence Halls must be completed in the Office of Diverse Abilities and Accommodations before the animal may enter the residence hall. This agreement will outline conditions the student may have the Service/Emotional Support Animal. Student should be aware of all conditions. These conditions will be enforced.

The Owner must provide a letter granting their request for a Service/Emotional Support Animal from the Office of Diverse Abilities and Accommodations to the Office of Residential Life. Roommates must sign a roommate agreement for the animal to share their space. A sign notifying others of the presence of an animal must be placed on the door to the residence hall room. Residence Hall staff will be made aware of the animals' presence information shall be limited to information related to the service or assistance/ESA animal shall not include information related to the Owner's disability.

The University reserves the right to remove the service or assistance/ESA animal in accordance with the animal agreement on file with the Office of Diverse Abilities and Accommodations. If this occurs, the Owner will be asked to remove the service or assistance/ESA animal from the residence hall within 48 hours. Any resident in violation of the animal policy will be subject to a \$200 fee for removal of an unauthorized animal. Residence may also be referred for student code of conduct violations If the service or assistance/ESA animal bites, scratches or in any way causes harm to a student, staff member or guest of the hall, the student will be required to remove the service or assistance/ESA animal from the residence hall immediately. Should the ESA be removed from University housing for any reason, the Owner is expected to fulfill his/her housing contract obligation.

Please note under Indiana Code § 22-9-7-12, which took effect on July 1, 2018, falsely representing the need for an ESA is a Class A infraction.

KEYS

The university provides each tenant a room key and a front door key. The room key will open the door to your assigned room. The front door key will access the main entrance door to your apartment in which you reside, the key(s) in your possession are very valuable since it allows you access to your home and your neighbors' front door. Therefore, we advise that you keep your room key(s) with you at all times. Do not share your key(s) with others. Disciplinary action could result if it is believed that tenants are sharing keys with others. If you are locked out of your room/apartment, please contact the Coordinator or apartment staff, they can let you in during the hours of 8AM to 10PM. Any lockouts occurring outside of these hours are asked to be directed towards campus police at 812-888-5555. Keys may not be loaned to others or duplicated. This violation will result in a fine and disciplinary points. A \$35 lock change charge will be assessed for each lock changed. If you lost your key(s), please contact the Coordinator for University Owned Apartments - a work order for a lock change will be completed. Lost keys must be reported/replaced immediately to safeguard your apartment.



LIABILITY

The university assumes no responsibility for personal injury. The university does not accept

responsibility for loss or damage to clothing, valuables or other personal property, including money, suffered by the student occupant during the housing contract period. Student occupants

must carry rental insurance or be covered by their family's homeowner insurance for damages, losses, thefts, or personal injuries.

PEST CONTROL

Controlling problems with insects in the apartments is a two-fold process that begins with the tenants preventing conditions that would invite insects. Below are a few guidelines that tenants should follow to help prevent any problems with pests or insects:

- Keep all food in sealed containers.
- Wash dishes and utensils promptly after use and in the appropriate area.
- Keep your trash can clean and empty trash regularly.
- Clean your refrigerator out regularly (inside and out).
- Clean your room regularly.
- If you do have a problem with insects, submit a work order through the Coordinator for University Owned Apartments. Maintenance will be contacted and an individual will work to resolve the problem.

VACATION/HOLIDAYS BREAKS

During holiday periods apartment staff will enter apartment/rooms to check to make sure windows are closed and locked, lights are turned off, and the room has been locked. Any alcohol or illegal contraband found in the open, as well as other violations found in the open, will be confiscated by apartment staff and a student conduct report will be completed and forwarded to the Coordinator for University Owned Apartments.

COMBUSTIBLES

No explosives, including but not limited to: fireworks, gasoline and other combustible items are allowed in the apartments. Motorcycles and other fuel driven engines may not be placed anywhere inside the apartment or on porches or balconies. Tenants can have a portable grill but there are to be no fire pits or open fires permitted on University property.

STEREOS AND SOUND EQUIPMENT

Continual violations regarding loud stereos and sound equipment will result in confiscation of the equipment. The student must take the equipment home with him/her on their next visit. To avoid this situation, use headphones.

MUSICAL INSTRUMENTS

Do not play musical instruments in the apartments if their use would violate the rules governing Stereo and sound equipment. This includes, but is not limited to, the use of drum sets, electric, acoustic, or instrumental guitars and horns. The Humanities Building and Red Skelton Performing Arts Center can arrange the use of practice rooms.

BICYCLES, SKATEBOARDS, ROLLERBLADES AND SCOOTERS

Many students have bicycles on campus. Parking racks are near most classroom and office buildings. Bicycles that have a detachable front wheel can be stored in student apartment room. The wheel must be detached before entering a building and cannot be reattached

until the bike is outside of the building. We remove bicycles, abandoned for 30 days, and donate them to charity. Rollerblading or skateboarding is not allowed in the apartments. All scooters must be secured outdoors.

KEEP YOUR BIKE SAFE

- Keep a record of the make, model, serial number and value of your bicycle.
- Keep record of its serial number and its identifiers.
- Use a basic bicycle on campus. Expensive, attractive bikes are targets for theft.
- Park your bicycle at bike pods or racks located in well-lit areas.
- Lock your bike using a steel “U”-shaped lock.
- Place the lock through the bicycle frame, through a wheel, and through the bike rack (99% effective when used properly).
- If you have quick-release wheels, remove the front wheel and place it next to the rear wheel, then secure. Place the key mechanism for the lock facing the ground.
- Every community offers bike racks and/or bike storage. Check with your Coordinator for specific locations.

HOVERBOARDS---SWAGWAYS, IO HAKS, SKYWALKERS AND OTHER SIMILAIR DEVICES

Recent information has revealed that the batteries in *Hoverboards, Swagways, IO Hawks Skywalkers, and similar devices* are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards of these devices are improved, the Housing/Residential Life Office has prohibited them from being in any of our Residence Halls and/or University owned properties.

Effective immediately, *the use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited in any of the Residence Halls and/or University owned properties until safety standards for them can be developed and implemented.*



If you have one of these devices, please remove it from campus. If you receive or purchase one of these devices during the break, please know that you will not be able to have it on campus and if it is found, it will be confiscated.

LAUNDRY FACILITIES

Each apartment has a washer and dryer provided. Tenants will need to provide their own detergents and fabric softeners, etc. Tenants should check dryer lint screen before each use and remove any lint, as this will help with airflow when using the dryer. Do not overload the washer or dryer. This will cause damage to the machines.

MAIL SERVICE

Third Street Residents:

Each apartment residence has a standard residential mailbox located on the front (3rd street) side of each apartment. Mail is delivered daily except Sunday and major holidays. Please provide your correct mailing address to friends and family. This will decrease delay in delivery. Your mailing address contains your name, and street address, Vincennes, IN 47591. An example of your address is below:



Packages and mail will not be forwarded after the end of semesters or summer sessions. Mail received for students who have vacated the apartments will be returned to sender. Mail will not be held for students.

- First & Last Name 0000 North 3rd
Street, APT000
Vincennes, IN 47591

French Quarter Residents:

All residents in the apartment share a mailbox for the apartment they are assigned to. The mailboxes are located at the corner of the parking lot in a cluster series. A cluster box unit (CBU) mailbox is a free-standing mailbox configuration that consists of multiple tenant boxes and parcel compartments that can lock individually. Each tenant has a key for unlocking their unit's mailbox and retrieving their personal mail. In addition, the cluster boxes contain parcel lockers for large packages that don't fit into individual mailboxes. If the tenant notices a key to the parcel locker in their mailbox, they can use it to open the parcel locker and access their package. After unlocking the parcel locker, the key remains in the lock. The postal carrier will then remove the parcel locker key during the next delivery. If it is UPS or FedEx, they will typically leave the package at the resident's front door to their apartment.

Packages and mail will not be forwarded after the end of semesters or summer sessions. Mail received for students who have vacated the apartments will be returned to sender. Mail will not be held for students.

- First & Last Name
50 Hart Street APT 000
Vincennes, IN 47591

POLICIES/GUIDELINES

ALCOHOL

Alcohol is prohibited in all Vincennes University apartments and University property. Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol; or exhibiting disruptive behavior influenced by the use of alcohol. Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to the Vincennes University Housing/Residential Life disciplinary process. The following sanctions may be required based on the violation and/or situation:

- Contact with parent/guardian
- Referral to Education/Support Programs. This may include but is not limited to Counseling, Drug and Alcohol Referral etc.
- Other educational sanctions
- Termination of Housing contact/contract
- University Disciplinary action
- Possible arrest or fines according to state alcohol laws

In addition, no empty alcohol containers may be displayed at any time or in any location. No public notices promoting or advertising alcohol is permitted in the university owned apartments windows or doors. Policies are subject to University approved changes.

DRUGS

Vincennes University prohibits the use of drugs and/or controlled substances that are illegal and that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances in the university apartments, on University premises, or as part of any University activity. Students who violate this policy will be subject to the Vincennes University Housing/Residential Life disciplinary process and action by the University Dean of Students Office and/or law enforcement agencies. Contact with parents/guardians, referral to education/support programs, other educational sanctions, termination of Housing contract/contract or possible arrest or fines may also be administered to violators. Paraphernalia is not allowed. This includes, but is not limited to, roach clips, bongs, pipes, blow tubes, bowls, any type of water pipe or any object filled with water through which smoke is drawn. Further, use, manufacture, possession, or sale of illegal and/or controlled substances by Vincennes University students not on campus can lead to disciplinary actions under the University Standards of Student Behavior Policy. Students who have been prescribed controlled medications must maintain possession of the medication in the original prescription bottle. Policies are subject to University approved changes.

WEAPONS

It is against University Policy to possess a weapon on university property. If a weapon is found in violation of this policy, it will be treated as a suspendable offense. This policy is included in the Standards of Student Behavior. Students may not possess or use firearms or lethal weapons

on university property at any time, under any circumstances. The storage of firearms or weapons in an automobile brought to campus is prohibited

TOBACCO POLICY

VU is a tobacco-free campus except for designated tobacco use areas. Please help us maintain a healthy environment for our students, employees, and visitors. Smoking of any type, including e-cigarettes, is prohibited in university facilities and is limited to designated areas and private vehicles.

The policy is in place to promote a healthy environment in which to work, study, and live. The enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy but also to encourage others to also comply. Accordingly, tobacco users are expected to voluntarily comply with the policy.

Anyone who observes a possible violation may courteously and without confrontation inform the individual of the tobacco policy and attempt to offer an information card which outlines the tobacco-free campus policy. Those who suspect another is violating the policy may report it to the appropriate unit for possible disciplinary action.

If the person is an employee and that person continues to use tobacco products in a prohibited area, report the incident. On the Vincennes Campus, contact the Office of Human Resource (888-5848); if the person is a student, report them to the Dean of Students (888-4301). If on the VUJC campus, please contact the Office of the Dean at 812.482.3030 or Director of Student Services (812) 482-3030.

ACADEMIC ENVIRONMENT

The university believes that tenants have the right to be able to study or sleep quietly in their apartment. Therefore, tenants share a responsibility of working together to insure that their apartment is a positive environment for studying and sleeping. The noise level resulting from stereos, radios, television, etc. in any area (rooms, rest rooms, common area, laundry rooms, etc.) should not be audible a door away from its source. In addition, no stereo should be audible outside the apartments. The use of headphones is encouraged.

APARTMENT GUESTS

Student residing in the University Owned apartments must coordinate with other apartment residents as to guests.

- The host is responsible for the conduct of his/her guest(s) at all times in all places. Guests are to observe all regulations of the apartment in which they are visiting.
- It is the responsibility of each tenant to report any violation of the visitation policy, particularly the presence of an unescorted guest, to the appropriate person.
- Visitation does not imply cohabitation. The host must be present in the room during visitation.
- Any person who is not a Lessee under this contract who remains in or upon the premises for more than five days of any 30-day period shall be required to not be on premises of the

University Off-Campus residences for at least 30 days. A meeting will be held to determine their return date.

- Students residing in University owned off campus properties may only have 2 guests per apartment resident.

PARENTS, GUARDIANS, AND OTHER RELATIVES

Parents, guardians, and other relatives may visit in the private living areas any time the apartments are open. Tenants are responsible for escorting their parents to and from the private living areas.

ROOMMATE CONFLICT RESOLUTION

Most conflict situations that occur between individuals are a result of a misunderstanding or a lack of communication. It is important to realize that direct communication about the issues of concern can result in a mutually agreed alternative. Within any living environment, conflict situations may arise between individuals sharing the same space. If you and your housemates are in conflict, it is important that you accept initial responsibility to discuss your concerns and reach an amiable solution. Follow these steps in dealing with conflict with your roommate:

- A. Housemates should discuss their differences with each other and try to reach a compromise.
- B. If a compromise or mutually acceptable agreement cannot be reached, a housemate should contact the Coordinator for University Owned Apartments. The Coordinator for University Owned Apartments will request individual meetings with all roommates to obtain information regarding the dispute.

Despite attempts to maintain agreed upon expectations, some conflicts may result in an unacceptable outcome for either party or housemate(s) If a conflict, not involving a confirmed violation of apartment handbook policy, is unresolved, The Coordinator for University Owned Apartments will assume responsibility for completing a room change. The University reserves the right to reassign students to another university owned facility (either apartment or residence hall) if space or circumstances require this change is done at the discretion of the Coordinator for University Owned Apartments.

THE CAMPUS SEXUAL VIOLENCE ACT

The Violence Against Women Reauthorization Act (“VAWA”), which President Obama signed into law on March 7, imposes new obligations on colleges and universities under its [Campus Sexual Violence Act \(“SaVE Act”\) provision, Section 304](#).

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures for notifying purported victims of their rights; and

- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

I. New Reporting Requirements

VAWA's SaVE Act provision imposes new reporting requirements:

A. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsed for clarity, these offenses are defined:

1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Victims' Rights

Institutions must afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including –
 1. The importance of preserving evidence for proof in criminal proceedings;
 2. To whom the offense should be reported;
 3. Options for reporting to law enforcement including the right to be assisted by campus authorities;
 4. The right to decline to report to law enforcement; and
 5. Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.

- Institutions must make changes to the academic, living, transportation, and working situations of any victim if requested and reasonably available whether or not a formal report is made.

Conduct Proceedings

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that –

- State the standard of evidence (which under current Title IX guidelines is “preponderance of the evidence” or more likely than not);
- Provide a “prompt, fair and impartial investigation and resolution”;
- Provided proceedings must be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims, and promotes accountability;
- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
 1. The outcome of any institutional disciplinary proceeding;
 2. The procedures for the accused and the victim to appeal the results of the proceeding;
 3. Any change to the results; and
 4. When such results become final.

SEXUAL ASSAULT POLICY

It is the policy of Vincennes University that sexual assault will not be tolerated. The university is committed to a firm and timely response to any report of sexual assault and to the education of the university community about the reality and the consequences of such acts. The university defines sexual assault in accordance with the Indiana State Law and, as such, makes no distinction between sexual assault by strangers and assault by acquaintances. Contact University Police at 812-888-5555 for assistance.

AQUAINTANCE RAPE

Acquaintance rape is forced, manipulated or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power. It is a situation where a person is forced to have sex; no one gives consent. Acquaintance rape can happen anywhere and anytime to anyone. Studies show that acquaintance rape occurs more frequently among college students, particularly first year students, than in any other age group. If you have a friend who comes to you for assistance, here is some pertinent information:

1. The Residential Life staff is a primary resource and can provide assistance.

2. The student counseling services provides free and confidential interviews. With acquaintance rape, consulting a counselor does not mean reporting the incident legally. For advice or assistance, they can be reached at 812-888-4374 or through the residence hall staff.
3. If your friend wants legal assistance, help is available through the University Police. Their number is 812-888-5555.

SEXUAL HARASSMENT POLICY

Sexual harassment is against federal law and against university policy. Vincennes University is committed to providing a positive, discrimination-free educational environment. Sexual harassment is unacceptable conduct that is not condoned. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, written, or verbal intimidation of an offensive and sexual nature. Some examples that may constitute sexual harassment are:

- Subtle pressure for sexual activity
- Unnecessary brushes or touches
- Offensive sexual graffiti
- Disparaging remarks about one's gender
- Physical aggression such as pinching or patting
- Verbal sexual abuse disguised as humor
- Whistling
- Obscene gestures
- Obscene or offensive jokes

What can you do?

- Try saying "no" directly to your harasser. This sounds simpler and easier than it may be. Be direct, firm, and positive.
- Keep a record or journal of times, places, dates, and descriptions of each incident as it occurs. Include witnesses to the event(s), if there are any.
- Don't be afraid to ask for help. Contact the Dean of Students, the Counseling Center, your RA/ARHC/RHC, your department chair, or the Dean of Faculty.
- Even though you may feel guilty, feelings of guilt are normal. You are not at fault.
- Women may suffer from sexual harassment regardless of their appearance, age, race, marital status, and occupation or socio-economic class.
- Women may also sexually harass men.
- Same sex harassment may also occur.

- Women or men do not invite sexual harassment by their behavior and/or dress. As with rape, sexual harassment is not a sexually motivated act. It is an assertion of hostility and/or power expressed in a sexual manner.

RACIAL, ETHNIC, AND RELIGIOUS HARASSMENT POLICY

Vincennes University expressly prohibits racial, ethnic, and religious harassment of its students, employees, and those who seek to join the campus community in any capacity.

Racial, ethnic, and religious harassment shall include, but not be limited to:

- Physical, psychological, verbal, and/or written abuse with regard to race, creed, ethnicity, or religion (examples would include unequal academic expectations, physical harm, written abuse on papers or records, personal verbal insults, or jokes based on a person's race, ethnicity, or religion).
- Any harassing activity (one time or multiple times) which acts to deny an individual the full rights and privileges which are inherent in living, studying, working, and visiting on the campuses of Vincennes University.

Anyone having a complaint of racial, ethnic, or religious harassment should notify University Police, the Affirmative Action Officer, or the Dean of Students.

HARASSMENT/FRAUD

Harassment is against the law and against university policy. Vincennes University is committed to providing a positive educational environment. Harassment is unacceptable conduct and not condoned. Such behavior is subject to the university and residence hall discipline procedures.

RESIDENTIAL LIFE DISCIPLINARY/JUDICIAL BOARD PROCESS

APARTMENT DISCIPLINE

Apartment discipline falls under the guidance of the Coordinator for University Owned Apartments. All reports of violations, etc. are made by student staff/University Officials and turned in to the respective coordinator who then will meet with the tenant(s) to discuss the incident and access points.

APARTMENT PROBATION

Tenants who violate University Housing and Residence Hall regulations may be placed on Probation by the Coordinator for University Owned Apartments. Probation is a trial period in which the resident has the opportunity to redeem or remedy inappropriate behavior and refocus his or her goals toward a more successful college living experience.

The tenant(s), who violates the terms of Hall Probation, faces relocation in his or her apartment or into a Hall or into another Residence Hall of the RHC's choice, where the RHC reviews the Hall Probation terms. Both Residence Hall Coordinators and the Director of Housing/Residential Life must concur. Conditions of the hall probation may be forwarded to the Dean of Students. Members of an entire wing may be relocated if the group behavior violates terms of hall probation.

When a tenant is moved to another Apartment under these conditions, the tenant cannot visit in the former apartment without the consent of the Coordinator for University Owned Apartments. The Coordinator for University Owned Apartments Properties may refer violations after tenant's relocation to the Director of Housing/Residential Life or Dean of Students for further disciplinary action.

JUDICIAL BOARD/POINT SYSTEM

Vincennes University Apartments fall under the following point system in disciplinary cases. Each tenant can accrue no more than 24 total points. If a tenant reaches or goes over the 24 points, then he/she is asked to vacate the apartment. The tenant has the right to appeal the decision to the University Judicial Board within 24 hours of receiving notice. The board then meets to hear the appeal and makes a decision. The decision is final.

POINT SYSTEM

Level	Offense	1 st	2 nd	3 rd
I	Visitation violation	2	4	6
	Failure to appear	2	4	6
	Inappropriate behavior	2	4	6
	Violation of Student Room Regulations	2	4	6
	Noise	2	4	6
	Trash/general uncleanliness	2	4	5
	Candles/Incense	2	4	6
	Failure to comply	2	4	6
II.				
	Combustible items	8	16	24
	False fire alarm	8	16	24
	Tobacco/e-cig use in nontobacco area	8	16	24
	Vandalism Tampering w/ fire protection equipment	8	16	24
	Threatening behavior Harassment Intimidation Assault	12	24	
	Theft	12	24	
	Drugs/Paraphernalia	12	24	
	Alcohol	12	24	
	Arson	12	24	
	Bomb Threat Firearms/weapons	12	24	

Level I

Notification of sanctions from residential life staff or appointment set to review infraction with

the Coordinator for Off-Campus Properties.
(3 level I = level II)

Level II

Appointment set to review infraction with the Coordinator for Off-Campus Properties.
Points are calculated with sanction opportunity.
Referral to the Dean of Students Office is at the discretion of the Coordinator for Off-Campus Properties.
(2 level II = level III)

Level III

Written report from the residential life staff to the Coordinator for Off-Campus Properties.
Points are calculated.
Mandatory referral to the Dean of Students Office.

NOTE: Students who drop below full-time status (12 credit hours) must leave the residence halls or University Owned Apartments if they are involved in a handbook or Standard of Student Behavior violations. Students below full-time status (12 credit hours) will be required to meet with their Hall Coordinator or Coordinator for University Owned Apartments. At this meeting, academic performance, attendance and conduct records will be discussed. Students who are not attending classes, show poor academic progress, or possess several disciplinary reports may be asked to leave the Residence Halls or University Owned Apartments. The Hall Coordinator or Coordinator for University Owned Apartments at his or her discretion can require the student to provide evidence of classroom attendance and performance to remain in the residence halls/University Owned Apartments.

Additionally, these infractions will be referred to the Dean of Students:

1. Threats against staff or others
2. Possession or sale of dangerous drugs (any quantity)
3. Repeated suspicion of drug usage or sale
4. Repeated possession of alcohol
5. Theft or attempted theft

6. Fire/bomb threat
7. Possession of weapons
8. Repeated disorderly behavior
9. Violent behavior
10. Illegal entry

University residence hall accommodations and University owned off-campus properties are reserved for the exclusive use of enrolled or enrollment eligible students at Vincennes University. The residential life student agrees to conduct himself/herself in a way that does not interfere with the use and quiet enjoyment of the premises by others.



HOUSING DEPOSIT

All residents pay a deposit when the contract is filed. The whole or any portion of the deposit may be forfeited for damages to the apartment resulting from lack of care or any assessed additional charges. Any charges exceeding the deposit will be placed on the student's account. The deposit can also satisfy the cancellation fee, if necessary. Each student pays a prorated charge for anonymous damages to the apartment. *THE UNIVERSITY IS NOT OBLIGATED TO REFUND THE DEPOSIT IF AT THE TIME OF TERMINATION, THE STUDENT IS IN DEBT TO THE UNIVERSITY.*

COSTS

Refer to the Vincennes University catalog supplement entitled "Schedule of Fees" for current room and board rates. Specific rate and payment information for the upcoming school year are available to all students upon Board of Trustee approval. No refunds will be given the last two weeks of each semester.

CONTRACT RELEASE

The Housing Office will not terminate the residential and financial conditions of the University Owned Apartment contract for the student to change his/her place of residency to a private home, fraternity/sorority house, or other housing, or to commute during the period stipulated by the housing contract. If there is a drastic change in circumstances beyond his/her control, a student may apply to the Housing Contract Release Committee for release from the terms of this contract.

IN ALL INSTANCES, A CANCELLATION FEE OF \$750 (Aug 15-March 15) or \$500 (After March 15th) IS ASSESSED ACCORDING TO THE TERMS AND CONDITIONS OF THE HOUSING CONTRACT, excluding midyear graduation.

Housing Contract Release Committee

The Committee's responsibility is to review the student's application for release from the housing contract. The committee decides if changes in the student's situation warrant a release from the housing contract. Please contact the Housing/Residential Life Office for details and to obtain the form for completion and consideration.



DAMAGES, INDIVIDUAL, GROUP, AND ANONYMOUS

Repair or replacement costs decide damage charges. Replaced items are still the properties of the university and must stay on university property.

INDIVIDUAL: Tenants will be individually charged for damages they cause. The tenant who causes the damage to his/her room is the one who pays for them – not those who maintain their room properly.

GROUP: Damages occurring in the public or semi-public areas of the apartment are charged to the individuals or groups responsible when this responsibility is established.

ANONYMOUS: Any vandalism of unknown responsibility may be charged to all tenants of the apartment.

SAFETY AND SECURITY

Security in the apartments requires your cooperation and active participation. Your room key is your basic means of security. **DO NOT PROP DOORS OPEN.** Report stolen/lost keys immediately to receive a new key; this provides continuous security for your apartment.

1. **KEEP YOUR FRONT DOOR AND ROOM DOOR LOCKED** even if you “just step out for a minute.” It helps to deter unwanted intrusion. Unlocked doors enable theft. Be especially careful of textbooks, medications, stereo equipment, televisions, and other electronic items.
2. Do not allow strangers or casual acquaintances into your room unless there is someone else present. Use the peephole before opening your door.

3. When leaving the apartment, let your housemate or someone know where you are going and when you expect to return.
4. Do not overload yourself with books, packages, bags, etc. Leave one hand free. Dress for freedom of movement.
5. Avoid walking alone at night. Keep with a group or companion, even for short trips.
6. Use the evening escort service. It is available 24 hours a day, seven days a week. Campus Police provides free walking escort service from various locations around campus to students who may feel uncomfortable walking after dark or have other safety concerns. CALL 812-888-5555.
7. When walking at night, avoid dark buildings, doorways, and shrubbery whenever possible. Try to stay in well-lit areas and concentrate on your surroundings. Know who and what is around you always.

Blue emergency light locations:

Corresponding Building	Building Address	Blue Light Location
Dayson Foundation Center / Alumni Learning Resource Center / Library Shircliff Humanities Center	1009 N. 3 rd Street 130 E. College Avenue 130 E. Harrison Street	Parking Lot Side of Building 2 nd Street and College Avenue 1 st Street and Harrison Street
Health Occupations Building / Nursing	27 W. Harrison Street	Between Water Tower and Building
Beless Gymnasium	116 W. Indianapolis Avenue	Along Indianapolis Avenue
Tecumseh Dinning Center / TDC	15 E. Rosedale Avenue	Back of TDC / TDC Lot
Vanderburgh Residence Hall	20 W. St. Clair Street	Corner of Vanderburgh Hall
Construction Technology	121 E. St. Clair Street	Red Skelton Blvd. and Highland Street
Red Skelton Performing Arts Center Phillip Summers Center / Social Science	20 W. Red Skelton Blvd. 118 E. St. Clair Street	Red Skelton Blvd. and Short Street 1 st Street and Red Skelton Blvd.
Vigo Residence Hall	3. E. Locust Street	Corner of Vigo / 1 st and Rosedale
Jefferson Student Union	1379 N. Chestnut Street	Between JSU and Chestnut Street
VU Interactive Map: https://map.concept3d.com/?id=1168#!ct/30384,30385,27749		



8. When approaching a group, look at the people in the group. Walk at a steady, confident pace. Remain alert and do not daydream.
9. Do not keep large sums of money. Open a local checking account or purchase traveler's checks. Be careful not to expose sums of money, particularly when paying for a purchase.
10. Do not carry your purse or wallet haphazardly. Carry it close to your body, especially in large crowds. Distribute your money throughout your purse if someone steals your wallet, all is not lost.
11. Always carry identification. This is important in case you are involved in an accident.
12. Always carry a card that informs people of any special medical conditions. Examples would be if you have any allergies, or even if you wear contacts.
13. Use common sense. Engrave your Indiana Driver's License number on your valuables. It can help police trace stolen items statewide.
14. Check with your family to see if their insurance policy covers your belongings while you are living away from home. We recommend renters insurance.

SHELTER IN PLACE

This action may be taken when warned about, or during, a natural or man-made emergency event. Students/individuals should seek shelter in a university building or residence hall or apartment and listen to instructions given by University staff and proceed to location instructed. Do not leave the building/apartment unless instructed to do so by a University official. Students/individuals who elect to leave building are risking their safety. Remain in a central hallway or below ground floor and stay away from windows, mirrors, and unsecured objects. An all clear order will be given when it is safe. Failure to proceed to designated area could result in disciplinary action.

REGISTRATION OF PERSONAL PROPERTY

Personal Property registration cards are available from the Coordinator for Off-Campus Properties. We strongly encourage all tenants to obtain a card(s) in order to document personal property. Vincennes University is not liable for replacing residents' lost, stolen, or damaged/destroyed personal property. The information provided on the cards can be submitted to Campus Police and the residents' or their parents' insurance providers.

Completed Personal Property registrations cards can be turned in to the Coordinator for Off-Campus Properties. Where they will be stored for future reference.

SOLICITING

Door to Door Solicitation, fund raising, sales or commercial activity is not permitted within the apartments. A student may however by express invitation invite a distributor, solicitor, fundraiser, or salesperson to the students' address for distribution, solicitation, fundraising, sales to that student and the students' invited guests in the privacy of his or her own room. Invited guests are by invitation only—not by mass advertising within the hall(s)/apartment(s) or campus. Student must be reminded products and offerings must not violate the Vincennes University Standards of Student Behavior, University, state or federal laws. All solicitors must contact the Student Center and obtain the appropriate paperwork and signatures before any activity may take place. In addition, students must contact the Coordinator for Off-Campus Properties of which the apartment address the activity will be located with information regarding date time and place, as well as, present a copy of the signed solicitation forms with all appropriate signatures obtained from the Student Center.

QUESTION STRANGERS WANDERING ON YOUR APARTMENT AREA. ASK TO SEE IDENTIFICATION. TELL A STAFF MEMBER IMMEDIATELY OR CONTACT UNIVERISTY POLICE. PROTECT YOURSELF AND OTHER TENTATS, USE COMMON SENSE AND PREVENT YOURSELF FROM BECOMING A VICTIM.



FIRE AND EMERGENCY EVACUATION INFORMATION

False reporting of an emergency is unlawful. We prohibit unauthorized use of, or tampering with, emergency or safety equipment. Interference with and/or non-adherence to emergency evacuation procedures is unlawful. Tampering with emergency equipment and/or safety equipment can result in suspension and/or a fine. When a fire smoke alarm sounds, you must:

- Close room windows
- Leave room lights on
- Close room doors

YOU MUST EVACUATE THE BUILDING/APARTMENT WHENEVER THE SMOKE DETECTOR SOUNDS. Even in a “fireproof” building, a small wastebasket fire can quickly fill an area with smoke and/or deadly gases. Smoke is a major cause of death in university apartment fires. To retard smoke, be certain to close your room door and windows when you evacuate the apartment. Do not reenter the apartment until you hear an all clear signal.

General rules for fire evacuations are:

- Wear shoes and a coat.
- Walk calmly when exiting the building.
- Remember others will be using the same exit, so remain calm and orderly.
- Remain at your assigned place outside the apartment until you are given the signal to return.
- If you see a fire or smoke, call 911 and notify the Coordinator for University Owned Apartments, then evacuate the apartment area.

FIRE PREVENTION

Do not use any appliance that may create a fire or safety hazard in the apartment. Take care using all electrical cords and overloading sockets. Take special care with all extension cords. All electric cords should bear the label “Approved by Underwriters’ Laboratories.” Smoking is not allowed in any apartment. Designated Smoking areas have been established across campus. Smokers must go to these areas if they wish to smoke. Smoking in bed, not extinguishing a cigarette completely or emptying ‘hot’ butts into wastebaskets are sources of fire. Turn off equipment in kitchenettes and laundry rooms when you finish using it. Make sure access to doors and windows are clear. Furniture may not be placed in front of the door or in such a way to obstruct evacuation from the room/apartment.

TORNADO WATCH/TORNADO WARNING

March through October is “tornado season” in Indiana. Media and emergency agencies use the following terms about tornadoes:

- Tornado Watch: Weather conditions are ripe to produce these storms. You should be alert to changing weather conditions; be prepared to seek shelter if a Tornado Watch is announced.
- Tornado Warning: A tornado has been sighted in the area. In the apartments, you will hear a continuous blast from the Outdoor Warning System located through the city of Vincennes.

Upon receiving such notice:

1. Do not open room windows. There is no time.
2. Grab a pillow, blanket, or coat to protect your head from flying objects.
3. Vacate your room, closing the room door moving to the evacuation area.
4. Follow the information outlined on the emergency plan located inside the main apartment door.
5. Listen to a portable radio, or local broadcasts for weather bulletins.
6. Refrain from using the telephone or entering your room during the danger period.
7. Be as fully dressed as possible and take a flashlight.
8. Do not panic.

EVACUATION PLAN

The key to a successful evacuation is planning. Each resident must familiarize himself/herself with their respective apartment evacuation plan, which is located on the next page, and can also be found inside the apartments entrance to the apartment.

EMERGENCY MANAGEMENT PLAN

In Case of Fire:

- Evacuate building quickly. Grab shoes and a coat.
- Take room and apartment key when exiting building
- Walk quickly and calmly when exiting the building
- If smoke persist as you exit, stay low to ground and exit out nearest door or if needed window
- Call 911 once safely outside the building
- Report immediately to Fire/Police Personnel so they are aware if all occupants are out of building

In Case of Severe Weather/Tornado:

- Do not panic
- Do not open room windows
- Grab a blanket, pillow, or coat to protect your head from flying objects
- Vacate your room and move to a first floor interior room away from windows
- Be as fully dressed as possible and take a flashlight and cell phone
- Staff will notify you when danger has passed

Fire Safety Tips:

- Fire extinguishers are located under kitchen sinks in all buildings. If your unit is a two story residence one will be located in the upstairs bathroom as well.
- Do not overload outlets with electrical cords
- Always turn off appliances when finished or leaving building
- Clean dryer lint after each load as buildup could cause a fire
- Smoking is not allowed in any University owned building
- Flammable products are not allowed in University owned housing units

FIRE EXIT
DO NOT BLOCK

Important telephone numbers:

- Campus Police
o 812-888-5555
- VU Housing Department
o 812-888-4225
- Property Manager
• 812-887-5683
- Vincennes Police Department
o 812-882-1630
- Vincennes Fire Department
o 812-882-4261
- Good Samaritan Hospital
o 812-882-5220

VINCENNES UNIVERSITY

UNIVERISTY PARKING & PARKING LOTS

The price of the permit is \$30.00 per vehicle. Any vehicle parked on Vincennes University Property must have a Parking Permit! Each vehicle is required to display a permit in the lower driver's side corner of the front windshield. The information needed to purchase a permit is your license plate numbers, type, make, model, color, and year and state for each vehicle you will be driving to campus. For more information, contact the Vincennes University Police Department at

812-888-5555. Tenants are prohibited from parking on grass or yards.

JEFFERSON STUDENT UNION

Sodexo Campus Services is proud to offer Vincennes University students, faculty and staff a convenient and unique dining experience in the Jefferson Student Union (JSU). Visit the JSU Café or Jazzman’s Brew & Bakery. All food may be ordered to go or eaten in the beautiful 150 seat dining area. The public is welcome to dine during all hours.

"Flex Dollars" are another special feature at the JSU. The Flex Dollar program enables commuters and resident students as well as faculty and staff to purchase menu items using their VU I.D. card rather than using cash. For further details, contact Sodexo Customer Service at 888-5841 or 888.5089. Flex Dollars may be purchased as part of the resident dining program or independently.

FOOD SERVICE UNIVERSITY DINING SERVICES

<https://vinu.sodexomyway.com/>

812-888-5089 or 5841 *Tecumseh Dining Center*

HOURS OF OPERATION

Our hours of operation for all dining locations can be found on our website, vinu.sodexomyway.com.

COMMUTER MEAL PLANS

Meal plans are available for commuter campus students. These commuter meal plans offer meals at the Tecumseh Dining Center and Simply To Go, as well as Flex Dollars that can be used at the JSU Café. These may be purchased through Sodexo or through the Student Financial Services office and deducted from any financial aid refund a student may have coming. Contact dining services at 888-5841 or 888-5841 for more program information.

BE MY GUEST

Our doors are open to the public, so please feel free to invite your family and friends to dine with you. Meal rates are posted on our website and at the cashier stand.

BITE BY SODEXO

Interested in knowing what will be offered on the menu and their nutrients and allergens? Download our free app, “Bite By Sodexo” and know what the dining center is serving a week in advance.

TECUMSEH DINING CENTER RULES & CONDUCT CODE

1. Students are required to have their VU student I.D. to enter the Dining Center. Your VU Student ID is the only way to access your meal plan. If you lose or misplace it, you will need to go on line to www.BlazerOneCard.com or stop by the Student Financial Services Office. The use of your ID by another student is not permitted.
2. The university "Student Conduct Code" applies to behavior in the dining center. Please be courteous to other students. Loud, disruptive behavior or vulgarity is not acceptable behavior.
3. Although you pay for a meal plan, utilizing the dining facility is a privilege that can be revoked due to misconduct.
4. Do not remove plastic cups silverware or dishes from the dining center. Disposable cups are available.
5. Appropriate dress is required; shirts and shoes are a must.
6. Service Dogs are allowed in the Dining Center.
7. Seconds are allowed on all foods with the exception of special meals. Although seconds are allowed, you will be served only one entree at a time. If you are still hungry you are welcome to return for seconds. Try not to waste food.
8. Throwing of food, beverages, paper, etc. is not permitted.
9. Do not leave dishes or trays on tables. Please place trays on the dish belt and remove silverware from tray.
10. All food and beverages are to be consumed in the Dining Center. No food items can be taken from the Dining Center. Removing food from the dining center, without authorization, could result in the loss of your dining privileges.
11. Enter the dining center from the main entrances ONLY. You may not enter through the exit doors.

SPECIAL NEEDS

Need a special diet? We'll do our best, but at your doctor's request. We encourage you to bring as much support material as necessary from your doctor in reference to your dietary needs.

SACK MEALS

If your academic schedule prohibits you from attending a meal, have your professor or instructors contact our office, and we will provide sack meal including beverage, for your convenience.

FLEX DOLLARS

Flex Dollars is a declining balance program available to all V.U. students and employees. It is an easy and secure way to dine when and where you want. You purchase an account with as many Flex Dollars as you want \$25, \$50, \$100, etc. This account is coded on your student I.D. Any time you want to eat at the JSU cafe, Jazzman's Coffee Shop or the Dining Center, you simply present your student I.D. and your purchase amount is deducted from your account. It's simple, and because you don't

have to carry cash.... It's secure! Parents can add to the plan over the phone with a credit card. Flex Dollars may be purchased at the Dining Services Information Desk located inside Tecumseh Dining Center, or call 888-5841.

WE WANT TO HEAR FROM YOU!

We try to do our best to serve you. If you have any comments or questions, please contact us in person or by phone. We're here to please and are happy to talk to you at any time or you can write us a comment card, leave your comment and phone number, and we will contact you. Also, comments are welcome on our website at: <https://vinu.sodexomyway.com>

SHARPS CONTAINER

Apartment students who give self-injections **MUST** obtain a sharps container from the Coordinator for Off-Campus Properties. The container provides for the proper disposal of needles, etc. Once the container is full, return it to the primary care center for a replacement. If you are not familiar with sharps containers, your Coordinator for Off-Campus Properties can inform you of how to use it. It is important to understand failure to dispose of needles properly in a sharps container can pose a risk to our students, custodians, and maintenance staff. Students not properly disposing of needles could be asked to vacate the apartment/residence halls.

*******Vincennes University may withdraw or amend this document in the case of public health guidance (ex. CDC) or other extenuating circumstances.**

IMPORTANT NUMBERS

LIST OF IMPORTANT NUMBERS:

On-campus calls = last 4 digits
Local calls = 9 + the 7-digit number
Vincennes area code = 812
Campus prefix = 888-xxxx

CAMPUS INFORMATION 4000

1. Residence Halls:
 - Vigo 5500
 - Godare 6601
 - Clark 4283
 - Ebner 4231
2. Housing Office 4225
3. University Police 5555
4. Student Health Office 7777
5. Counseling Center 4374
6. Academic Areas:
 - Business 4285
 - Health Sciences 4242

- Human Performance 5090
 - Humanities 4480/5117
 - Public Service 4420
 - Science/Math 4370
 - Social Sciences 4286
 - Technology 4447
7. Jefferson Student Union
 - Food Court 4415
 - Bowling Lanes 4393
 8. Bookstore 4334
 9. Campus Ministries 812-882-1261
 10. Student Financial Services 4361
 - Bursars Office
 - Financial Aid
 12. Food Service
 - Sodexo 4365
 - TDC INFO 5841
 12. Study Skills Lab 4209
 13. Records 4220
 14. Library 4165, 4423

LOCAL NUMBERS OF INTEREST

Dominoes	812-886-4200
Papa John's	812-882-6262
Pizza Hut	812-885-0500
Bobé's Pizza	812-882-2992
Walmart	812-886-0312
Medical Center	812-882-1106
Good Samaritan Hospital	812-882-5220
Vincennes City Police Dept.	812-882-1630
Knox County Sheriff's Dept.	812-882-7660