

## *The Functions within the Residence Hall*

### Roles of the Hall staff:

#### ***Residence Hall Directors (HD)***

A Residence Director are full-time professionals with a bachelor's or master's degree who live in the residence halls. They are responsible for the following:

- Management of the building and front desk
- Supervision of the Hall staff RA staff
- Build Community development
- Uphold community standards
- Respond to emergencies and being On-Call

There is an HD who is On-Call 24 hours a day/7 days a week, except during Christmas break.

#### ***Resident Advisors (RA)***

Resident Advisors are undergraduate students who oversee a section of a floor. Their responsibilities include:

- Act as a resource for students
- Provide community development through programming and relationship building
- Enforce college policies
- Respond to emergencies and being On-Call

RA's are on-call everyday (except when halls are closed) from 8pm-6am.

#### ***Ministry Assistants (MA)***

Ministry Assistants live in the residence halls for consultation with students on exploring the connection between their faith and calling. Ministry Assistants help facilitate immersion experiences in Indiana faith communities and engagement with Indiana advocacy groups.

#### ***Building Service Staff***

Building services staff provides custodial service within the residence hall. They are available M-F 7am-3pm.

## Front Desk

Each residence hall has a 24 hour front desk that is staffed with students and adult Night Assistants 7 days a week except during winter break . The role of the desk staff is to provide students with a sense of safety and as a resource. Each desk is supplied with:

- Kitchen equipment
- Tools for bunking and lofting beds
- Board games
- Carts

To check out these items, just leave your student ID at the front desk. Once you are done, you can pick up your ID, it's that simple.

### ***Messages and Packages***

You may also pick up your messages and packages at the front desk. When you have received an item your name will go on the front board. To pick up a package you simply show the front desk worker your ID and sign for it. You may also leave packages for UPS and FED EX for pick up at the desk.

### **McCandless Important information:**

#### **Numbers:**

***Front desk: 574-284-5400***

***RA On-Call phone: 574-210-1177***

***Hall Director office phone: 574-284-4445***

#### **Locations:**

##### ***First Floor:***

- ***Lounges: 24 hour lounge is located in the front & niners is located down the long hall way on your left***
- ***Vendoland is across from the chapel on the first floor; there is a full kitchen***
- ***Laundry room is located past the elevator***
- ***Mailboxes, garbage and recycling room is located past the elevator***
- ***Male bathroom is located on the first floor past the elevator***

## Holy Cross Important information:

### Numbers:

*Front desk 574- 284-4300*

*RA On-Call: 574-485-7631*

*Hall Director Office: 574-284-5347*

### Locations:

#### **Basement:**

- Kitchen is located in the middle of the main hallway
- Laundry is located off the main hallway
- Vendoland and basement lounge is located through the double doors off the main hallway
- Mailboxes are next to the post office
- Male bathroom is located in the main hallway

#### **First Floor:**

- Lounges: Parlors is located next to front desk and is the buildings 24 hour space
- Chapel is located past the front desk and turn left into the main hallway

## Le Man Important Information:

### Numbers:

*Front desk: 574-284-4242*

*RA On-Call #1 574-485-7625*

*#2 574-485-7632*

*Hall Director Office: 574-284-4604*

### Locations:

#### **First Floor:**

##### **Lounges:**

- 24 hour lounge- Reinbeaux Lounge across from front desk
- Stapleton- down the hall by the buildings front entrance
- Male Bathroom in the back of Reinbeaux

##### **Basement:**

- **Kitchen/Vendoland**
- **Mailboxes**
- **Free store**
- **Laundry**
- **Tunnel**
- **Computer lab**

**3<sup>rd</sup> floor- Chapel is located left out of the elevator**

## Regina Important Information:

### Numbers:

*Front desk: 574-284-4299*

*RA On-Call: 574-904-3592*

*Hall Director Office: 574-282-4293*

### Important Locations:

#### First Floor

- **North and South Lounge**
- **Chapel is located as soon as you walk in through the front entrance**
- **Male bathroom**
- **Vending machines are located in the South Lounge**
- **Kitchens are located in both the North and South Lounge**

#### Laundry

## How to Make Your Room Your Home Away From Home

### 1. Roommate's:

- When **arranging** your room speak to one another to make sure the setup is comfortable for all parties.. The college also provides TV cable cords.
- Take time to sit down and create your **roommate agreement**. This document will provide you guidance on how to set boundaries, discuss important topics to talk about, and a document you can refer back to if issues arise.
- If you are experiencing **roommate conflict** please follow this process of communication
  - Speak to your roommate to discuss the situation
  - Speak with your RA
  - Make an appointment with your HD
  - We offer room changes once a semester

### 2. Cleanliness:

- Create a cleaning schedule (Trask removal, dishes, vacuuming/sweeping)
- Don't forget to do your laundry- Did you know it's free?
- Don't forget to keep up with your personal hygiene

### 3. Decorating:

- Speak with your roommate(s) about the possibilities of **how** to decorate your room. Make sure **everyone's thoughts are heard**.
- The College does not offer storage; please keep all college **furniture in your room** at all times.
- When hanging items **DO NOT** use mounting squares, nails, drills, wallpaper, and you may not paint. Try fun tact, command strips or blue masking tape.
- NO open flames, candles, or **lights with more than two heads**

- Holiday decorations Do's and Don'ts
  - DO'S**- LED lights ONLY, artificial trees are permitted, but they must be under 4 feet and have LED lights. All decorations (including trees) MAY NOT obstruct an exit.
  - DON'TS**- streamers, REAL wreaths, trees, or garland, rope lights ( Please do not loop any lights through the ceiling tiles), nothing can be hung from the ceiling, no paper like items on top of, or taped to heaters.

#### 4. Pets:

- Fish up to a 30 gallon tank

### **Residence Hall Safety**

- Items cannot be left outside your door including shoes, shower caddies, sports equipment, rugs, or trash.
- Please do not prop doors open. Unescorted guests can tailgate behind you. If you do see an unescorted guest please call security at x5000
- If the fire alarm sounds, you should:
  - leave as quickly, and safely as possible through the nearest exit. If possible grab your keys and close your door.
  - Use stairs ONLY (elevators may not be used)
  - join your fellow classmates in the designated area and follow directivities from the residence Life and College safety staff.
  - Return to the building when the all-clear sign is given.
- Blinkie provides after hour escorts ( also known as Blinkie) between parking lots and residence hall locations during the academic year? Schedule: SU-TH (Dark until 2AM) FR&SA (Dark until 4AM)
- Sign up for the emergency alert system
- Have a flashlight in your room in case the power goes out
- NO CANDLES or FALAMABLE liquids are prohibited
- No smoking, this includes e- cigarettes, even water based ones
- Carry ID at all times
- ALWAYS lock your door
- The college respects a student's privacy but reserves the right to enter rooms for reasons of safety, health, general welfare, maintenance, or official business
- College property or facilities, including residence halls may not be used for personal profit, sale, and/or solicitation (including door-to-door sales, selling items out of room and/or distribution of advertisements). This includes, but is not limited to, the commercialization of rooms, the use of any space for gambling, or to solicit students or patrons for private businesses.



## Keys

During the beginning of the school year, you are issued a room key, mailbox key, and if needed, a study carrel key. To ensure the safety and wellbeing of our residence you are prohibited from giving out your key(s) to ANYONE at ANY TIME.

### Locked out? No problem:

Proceed to the front desk and let them know you are locked out. They will ask you to fill out the lock out form that looks like this:

Residence Hall Key Report		
Lock out/lock change: _____	Date: _____	
Student ID: _____	Student Name: _____	
Room Type: _____	Room # and Bldg: _____	
Charge (Hall Director use only):		
1st lock-out: free	Single room/carrell key replacement: \$60	Mailbox key replacement: \$55
2nd lock-out: \$5	Double room/carrell key replacement: \$70	
3rd lock-out: \$10	Triple room/carrell key replacement: \$80	Opus 2 person Apt. & bdrm replacement: \$130
4th lockout: \$25	Quad room key replacement: \$90	Opus 4 person Apt. & bdrm replacement: \$150
5th lockout: TBD	Quint room key replacement: \$100	Opus Hall bedroom only replacement: \$60

### Charges:

1<sup>st</sup> Lock-out Free

2<sup>nd</sup> lock-out \$5

3<sup>rd</sup> lock-out \$10

4<sup>th</sup> lock-out \$25

5<sup>th</sup> lock-out TBA

### Key replacement:

Single room/carrell key replacement \$60

Double room/carrell key replacement \$70

Triple room/carrell key replacement \$80

Quad room key replacement \$90

Quint room key replacement \$100

Mailbox key replacement \$55

- ***The charges will be charged to your student account***
- ***All roommates will get new keys- please give old keys to your HD***

- *If you lost your key inform your HD right away*

## **Laundry**

Due to the feedback that past students have provided, all residence hall laundry rooms have “coin free” laundry machines.

Locations:

- LeMans- In the basement directly past the kitchen and vending
- Regina-
- McCandless- First floor past the elevators
- Holy Cross- Basement before the lounge

In the residence hall, you live in community with many other girls. Because of that, please remember to be courteous and remove your laundry from the washer and dryer in a timely manner.

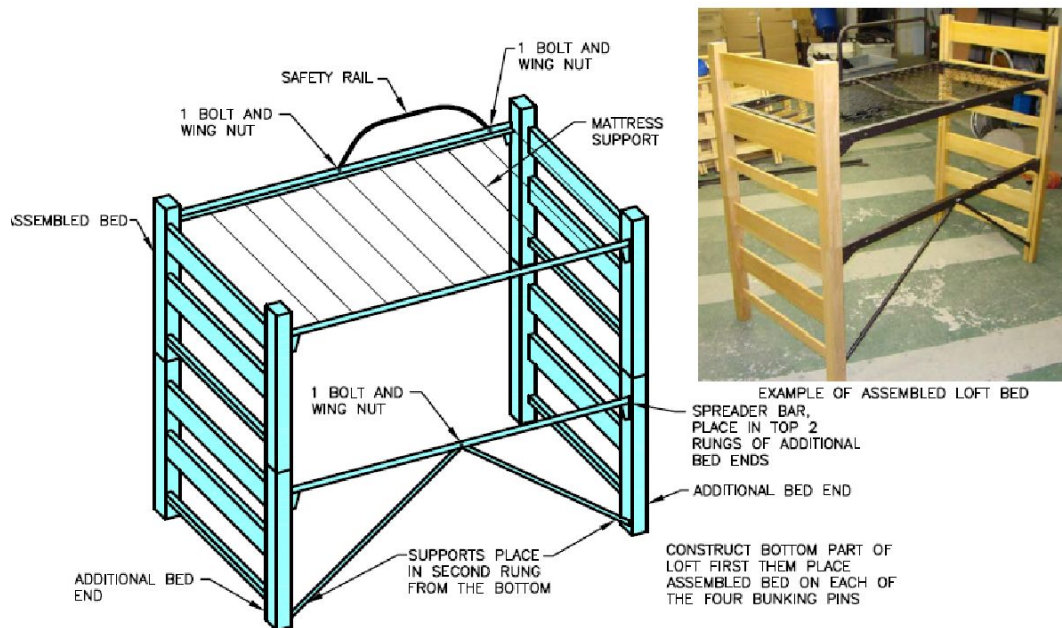
One way to avoid forgetting to take your clothes out is to sign up for a text message alert. You can do this by going to [www.laundryalert.com](http://www.laundryalert.com) and entering the code SMC2683. This alert system can also let you know when a machine becomes available.

Please keep in mind the following information when using the laundry room:

- In order to keep the washing machines clean, please leave the washing machine door open when it is not in use.
- Any lost items can be placed in the lost and found box in the corner of the laundry room.
- The laundry room is a communal space so please try your best to keep it clean. This means throwing away garbage and cleaning up any messes you may make.

## Lofts and Bunking Beds

How to assemble:



### LEMANS, HOLY CROSS, AND McCANDLESS LOFT BED INSTRUCTIONS

- *Lofts cost \$50*
- *Tools for assembly are located at the front desk*
- *They cannot be placed in front of a window, or against the heater; must be hung on the 4<sup>th</sup> rung or lower.*
- *Top of mattress cannot be higher than the bed rail ends*
- *You may not have ladders*
- ***Dimensions:***
- *Safety rails are a MUST*
- *During the 2<sup>nd</sup> week of school the RA's will be doing safety inspections. To pass make sure you*

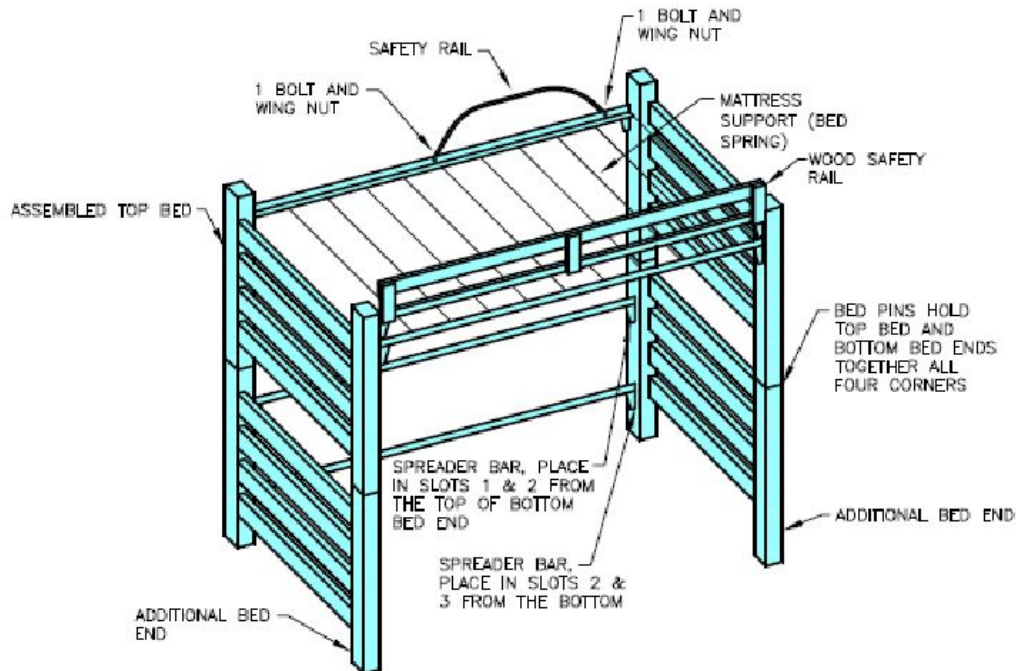


*following everything stated above.*

- *All lofts need to be taken down the week before finals*

***Bunk beds***

- *Communicate with your roommate(s) on how you would like to arrange the room*
- *Bunk pins are located at the front desk*



**DIRECTIONS:**

1. TAKE APART THE BED THAT IS IN THE ROOM.
2. PUT THE BED SPRING IN SLOTS 4 & 5 FROM THE TOP.
3. PUT THE WOOD SAFETY RAIL IN SLOTS 1 & 2 FROM THE TOP.
4. REPEAT THE SAME PROCESS AS IN STEP 2 & 3 TO THE OTHER END OF THE BED. BOTH SIDES OF THE SPRING SHOULD BE LOCKED INTO THE SLOTS.
5. BOTTOM OF THE BED – PLACE THE BED ENDS APART AND PLACE THE SUPPORT RAIL IN SLOTS 2 & 3 FROM THE BOTTOM. PLACE THE SECOND SUPPORT RAIL IN SLOTS 1 & 2 FROM THE TOP OF THE BOTTOM BED ENDS, BOTH ENDS.
6. PUT ONE (1) BED PIN IN THE TOP OF EACH POST OF THE BOTTOM BED ENDS. TAKE THE TOP BED ASSEMBLY WITH BED SPRING AND PLACE ON TOP OF THE BOTTOM BED ENDS. BE CERTAIN THE BED PINS ARE IN THE HOLES OF THE TOP BED POST.
7. THE METAL SAFETY RAIL CAN BE USED INSTEAD OF THE WOODEN SAFETY RAIL. THE METAL SAFETY RAIL IS EASIER TO INSTALL.



EXAMPLE OF ASSEMBLED LOFT BED

# REGINA HALL LOFT BED ASSEMBLY INSTRUCTIONS

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## Noise Guidelines

### **What are courtesy hours?**

- Are in effect 24 hours a day to ensure a respectful community
- Please keep: music ( do not blast in the shower), TVs, musical instruments, and all conversations at a level that will NOT interfere with other residents peaceful enjoyment of their own space. This also includes running and screaming down the hallways.

### **What are quiet hours?**

- Due to the communal living environment of the residence halls, quiet hours are strictly enforced to allow everyone the quiet time many people need to study. Below are when quiet hours are.

Sunday through Thursday 10:00pm-8:00am

Friday through Saturday Midnight-8:00am

During finals week, 23 quiet hours will be in effect with 7:00pm-8:00pm as the exception.

### **What to do if residents are not following the rules?**

1. Talk to the person. They might not know they are being loud.
2. If this continues after speaking with them twice contact your RA.
3. If the problem still continues, and the behavior hasn't changed call the RA on call and file an Incident report.

### *COMMUNITY SPACES*

#### *24-HOUR LOUNGES*

In each hall, there is a designated 24 hour lounge. This area allows you to study and socialize with male visitors after visitation hours have ended.

Because this is a communal space please keep in mind the following information:

- Sleeping in the lounge after visitation hours is prohibited
- Please respect students who are using the space to study. This means using headphones when playing music or watching movies.
- Please help keep the area clean by picking up after yourself.

#### *CHAPEL OR PRAYER SPACE*

Each residence hall has a chapel unique to the building that is open 24 hours a day for personal prayer. If you would like to use the space for something other than personal prayer, you must reserve the space through Campus ministry.

#### *COMMON AREAS*

Common areas include lounges, lobbies, kitchen, bathrooms, and any other space that is used by the students in your residence hall. In order to reserve the space for a private function, you must obtain permission from her Hall Director for a private function. The Residence Life staff reserves the right to monitor activities in public spaces.

Because common areas are used by your fellow Belles, please keep in mind the following things:

- Clean up after yourself- this means picking up your garbage, not leaving dirty dishes in the sink, washing out the microwave when you make a mess, etc
- Be respectful of girls who are using the space to study. That may mean wearing headphones when you are listening to music and keep the volume of the TV at a minimum when there are other girls in the area.

Due to fire safety regulations the following rules must be followed:

- Hallways must remain “clutter free”. This means no shoes, boots, garbage, etc may be left outside your door.
- No bicycles may be kept in the hall. Please use the storage space outside to store them.
- Besides hallways, all other common spaces must also be “clutter free”.

## Guests and visitation hours

Guest policies and visitation hours were established to provide a safe and respectful environment for all who live in the residence halls. Because of this, please communicate with your roommate(s) when you plan to have visitors.

Please keep in mind the following guidelines when having guests over:

- Guests do not need to check in at the front desk. However, you will need to meet them at the desk to escort them to your room.
- All visitors to the residence halls who are not Saint Mary's College students, faculty, or staff must be escorted when on residential floors. If a guest is found without a SMC student, they will be escorted down to the 24 hour lounge and you will be documented.
- It is your responsibility to make sure that your guest follows all College policies and procedures.
- No guest (including other SMC students) may appear to be living in your room.
- All overnight guests must be female and at least 5 years old.
- All guests are prohibited from staying in a room for more than three consecutive days. Exceptions to this may be made at the discretion of the Assistant Vice President for Student Affairs and the Director of Residence Life & Community Standards

Please keep in mind the following guidelines concerning visitation hours:

Male and Pet visitation hours are-

- Sunday through Thursday, 10:00 a.m. – midnight
- Friday through Saturday, 10:00 a.m. – 2:00 a.m.
- Male guests are to use only designated restroom facilities
- Students are able to have male visitors at any time in the 24-hour lounges.

Remember: visitation hours and policies are in effect during **ALL breaks**.