

# Information for Conference Guests

## Living in Residence Halls



*The policy information listed below is relevant to your residency in a Notre Dame residence hall during the Summer Session. For more information or clarification on these and other responsibilities, please refer to any residence hall staff member, or the Office of Housing, 15 Lewis Hall, 574-631-5878.*

### **COMMUNITY**

We encourage guests to build community by interacting with others in a positive and supportive attitude. With any living arrangement, problems can develop. It is imperative to show mutual respect and consideration for one another. Before you act, think about the consequences. More often than not, your actions can be redirected in a more constructive manner. Your residence hall is made up of people with a variety of backgrounds and lifestyles. Take advantage of the wealth of experiences these people have and learn from them!

### **Gratuity & Tips**

We strive to provide you warm hospitality during your stay with us at Notre Dame. Please respect our request that Notre Dame Staff do not accept gratuity or tips. Kind words or thank you notes are appreciated.

### **VISITATION**

Summer conference guests may not enter any residence halls except the one to which they are assigned nor may they have visitors. Undergraduate, graduate, and high school students as well as sport camp participants are prohibited from visiting the residence halls of conference guests. Violations will result in removal from the residence hall. Conference Halls at Notre Dame are co-ed in designation. Common courtesy is expected when visiting rooms of guests of the opposite sex. Minors are not permitted in Conference designated residence halls.

### **ALCOHOL, DRUGS & GATHERINGS**

The use of alcohol is only permitted for those guests of legal age in the state of Indiana. For those guests, the use of alcohol is only permitted in private rooms and is not to be carried in open containers throughout the hall or campus. The possession or consumption of alcoholic beverages that contain in excess of fourteen percent (14%) alcohol by volume is prohibited and applies to all guests, regardless of age. Parties and large gatherings are not permitted in guest rooms at any time. Gatherings with alcohol in public spaces are only permitted with advanced registration submitted to the Associate Vice President for Residential Life through a sponsoring academic department. The use of illegal drugs or abuse of prescribed medication is prohibited by the university, and will likely result in removal from the residence hall.

### **THEFT & VANDALISM**

Any theft, unauthorized possession or damage to property is prohibited. Guests vandalizing University or another's property will be removed from the residence hall.

### **QUIET HOURS**

Each guest has a right to an atmosphere helpful for sleep beginning at 10:00 p.m. every evening and ending at 9:00 a.m. the next morning. Quiet hours are violated by such activities as shouting, yelling or talking on cell phones in the hallways, a gathering of guests in a room that can be heard in the hallway, loud TV's or music, and any other activity that disturbs others. Guests should be courteous of each other's needs and must immediately cease any noise or activity that is disturbing someone else regardless of the time.

### **PERSONAL CONDUCT**

Notre Dame is a Catholic university and expects guests to exemplify the standards of Christian morality in their lives. Any activity which offends these standards will lead to removal from the residence hall.

### **CORRIDORS**

Athletic activity of any kind (basketball, golf, soccer, volleyball, wrestling, frisbee throwing, rollerblading, hockey, etc.) is prohibited inside of the building at all times.

### **SMOKING**

Smoking is prohibited in all areas of the residence halls and within 25 feet of all buildings. In addition, the burning of incense and candles is not permitted.

### **FIREWORKS & WEAPONS**

The possession or use of any form of fireworks is prohibited. A guest using or possessing any form of fireworks or weapons will be removed from the residence hall.

### **FIRE ALARM SYSTEMS**

Fire alarm systems and other fire equipment such as smoke detectors, portable fire extinguishers and sprinkler systems are installed in buildings for safety and protection of all guests. Malicious tampering with or misuse of these devices and system components will result in immediate removal from the residence hall.

### **MAINTENANCE**

All maintenance issues should be reported to the residence hall staff or the Front Desk.

### **KEYS**

Keys are each guest's responsibility. Lost keys compromise the safety of all guests and should be reported immediately to the hall staff. Lost keys will result in a \$100 re-coring fee. Assistance with "lock outs" can be provided by the residence hall staff, but chronic lockouts will result in a fee.

### **FURNITURE**

All University room furniture must remain in rooms and is not to be removed from its location. Lounge furniture should not be moved into rooms or to other locations.

### **DAMAGE**

Any damage to a residence hall room or its furnishings will be charged to the occupants of the room. All residence hall rooms, hallways, and common areas are inventoried prior to move-in and are inventoried again following move-out. Damages, shortages, and rule violations are noted, and guests are billed accordingly.

### **REFRIGERATORS & ELECTRICAL APPLIANCES**

To meet fire, health and safety requirements, the University must discourage the proliferation of electrical appliances in guests' rooms. All large, domestic-type refrigerators are prohibited. Refrigerators in guests rooms must not exceed 5.0 cubic feet in size and must be in good operating condition. The use of the following electrical appliances is prohibited in all residence halls: air conditioners, broilers, rotisseries, ceiling fans, skillets, rice cookers, dimmer switches, hot plates, microwaves, toaster ovens, hot pots, toasters, and other such high-wattage and heating appliances.

### **ROOM ENTRY**

The University reserves the right to enter rooms without a search warrant for purpose of maintenance, security, discipline, and the orderly operation of an educational institution.

### **VIOLATION OF POLICIES**

The University reserves the right to remove any guest from the residence halls for violation of any University Policy. Deposits may be subject to forfeiture and/or any account balances may be subject to immediate payment. The University will not provide alternative housing arrangements.

# SUMMER SAFETY AT NOTRE DAME

This information is designed to help guests and summer residents maintain a reasonably safe environment for themselves and their property during their stay on the Notre Dame campus. We invite you to become familiar with the University community and our campus and to understand policies and procedures concerning security, fire safety and weather related emergencies.

## SAFETY AND SECURITY AT NOTRE DAME

The University of Notre Dame is a community of more than 10,000 students, located on 1,250 acres, near the City of South Bend. South Bend has a population of more than 100,000 residents. As part of that larger community, Notre Dame shares many of the same interests and problems, including concern about crime. While Notre Dame has experienced few major problems to date with crime on campus, any college campus is subject to the inherent risks of criminal behavior. Life at Notre Dame poses some of the same risks and crime problems as life elsewhere in American society at large.

The Notre Dame Security Police Department is located on the first floor of the Security Building, which is in Hammes Mowbray Hall.

## THE NOTRE DAME SECURITY POLICE DEPARTMENT

The department provides 24-hour, 7-days-a-week service and protection for the Notre Dame community.

The Security Police Department strives to help prevent crime, provides highly visible security patrols, and responds quickly to the needs of individuals on campus and in the University community as a whole. Crimes involving violence, major property loss, or felony charges are reported immediately by the department to the appropriate city, county or state agencies.

In the event of an emergency, or when a serious criminal incident has occurred, the department will use appropriate channels to notify the Notre Dame community. Students, faculty, staff and guests are strongly urged to report any criminal or suspicious incident to the Security Police Department. An officer will be dispatched promptly to respond to each complaint and will evaluate the incident, take appropriate action, and notify the necessary university officials. There are a number of emergency telephones scattered throughout the campus for this purpose. Each provides an instant link with Security/Police -no dialing is required- and the dispatcher knows immediately where the call is coming from.

## CRIME PREVENTION TIPS

Guests on campus are reminded that safety is a shared responsibility. The University encourages everyone on campus to use common sense and caution to help protect themselves and their property. The Notre Dame Security Police Department is working hard to keep our campus reasonably safe, but it needs your help to reduce theft, assault, sexual assault and other crimes and to keep others from becoming victims. The University's current campus crime statistics are available upon request from the Notre Dame Security Police Department.

### Remember:

- Do not prop doors
- Draw curtains at night
- Lock your windows and doors
- Keep all valuables secured
- Do not give unknown persons access to residence halls, buildings or student rooms
- Trust your instincts
- Call Notre Dame Security Police if you witness suspicious activity
- Minimize walking alone on campus after dark

## EMERGENCY MEDICAL SERVICES

ND Security Police Department	911 or (574) 631-5555
Ambulance	911
University Health Services	(574) 631-7497
Poison Control	1-800-222-1222
St. Joseph Medical Center	(574) 237-7264
Memorial Hospital	(574) 234-7379

## FIRE SAFETY

Fire safety is a major concern of the University of Notre Dame. Each residence hall on campus is equipped with an automatic smoke detection system, a sprinkler system and posted evacuation routes. Each student room is equipped with a smoke detector. Familiarize yourself with your best evacuation route(s) and know at least two exits from the building. Also be aware of the location and operation of the nearest fire alarms and fire extinguishers.

### If you discover fire, smoke or another emergency situation, you should:

1. Notify Security Dispatch (911) and provide:
  - a. Your name
  - b. Building
  - c. Location of emergency
  - d. Type of emergency
2. Close all doors to the room of fire origin or other hazard when leaving
3. Activate the fire alarm at nearest manual station in the hallway, if necessary.
4. NEVER USE AN ELEVATOR IN THE CASE OF SMOKE OR FIRE.
5. Leave the building through the nearest exit. Some buildings have evacuation routes posted in the hallways.
6. Meet at the designated location outside the building. Do not assemble in fire lanes or near the building.
7. Do not re-enter the building unless given clearance from the Notre Dame Fire Department or its designee.

If you are trapped in a building because of smoke, heat, flames or other hazard and cannot find an escape route.

1. Leave the room door closed.
2. Contact Security at 911 and give your exact location to the Dispatcher.
3. Smoke accumulates at the ceiling and works its way down. Stay close to the floor where the air is fresh.
4. Remain calm. Help is on the way.

### Persons Needing Assistance

During evacuation drills and actual emergencies, persons needing assistance should be helped to the nearest fire escape, window door or stairway door for their increased protection and to make rescue easier for trained emergency personnel. In no case should emergency action obstruct the exit routes for others or subject others to injury.

### Rescue/Medical Response

To the extent possible, rescue and/or medical duties should be performed only by trained and qualified persons, including without limitation ND Security Police, ND Fire Department or other trained medical personnel, including Red Cross or student trained first responders.

## WEATHER EMERGENCIES

### Lightning

A typical lightning bolt contains several hundred million volts at 30,000 or more amperes.

If you are inside:

1. Avoid windows during an electrical storm.
2. Avoid using electrical appliances and stay away from all metal objects during a storm.
3. Don't go outside.

If you are outside:

1. Avoid electrical lines.
2. Stay away from flag poles, towers, trees and metal fences.
3. A closed automobile provides a protective shell but if the vehicle is struck do not touch anything metal in the interior.
4. If caught out in the open, stay low. If your hair begins to stand on end, crouch low to the ground and balance yourself on the balls of your feet. Do not touch the ground with your hands, knees, elbows, etc.

### Tornadoes

A tornado warning is issued when a tornado has been sighted in the area.

If you are inside:

1. Do not leave the building during a tornado warning.
2. All occupants should move to an interior room or hall on the lowest level, avoiding windows and large rooms, auditoriums or gymnasiums.
3. Get in a crouched position, head between knees with hands protecting the back of the head.

If you are outside:

1. Never try to outrun a tornado in your vehicle.
2. Drive to the nearest building or seek shelter in a ditch or ravine.

## ALCOHOL AND DRUG POLICIES

The University of Notre Dame strives to comply with all federal, state and local laws – including those regulating the possession, use, sale of alcoholic beverages and controlled substances.

Indiana State Law requires that you must be at least 21 years of age in order to purchase, sell, possess or consume alcoholic beverages.

The use, possession, purchase and/or sale of illicit drugs on campus poses a threat to the health and safety of all members of the Notre Dame Community and is not permitted on University Property at any time. Violations will be investigated and criminal prosecution may result.

