

FORNELLI HALL APARTMENT MANUAL

GENERAL INFORMATION

Fornelli Hall is a building within a building. Often referred to as the mid-rise, Fornelli Hall is located in the historic Pittsfield Building between Michigan and Wabash and Washington and Madison Streets in Chicago's loop. At Fornelli Hall, you'll enjoy the same jaw-dropping views of Lake Michigan as the multimillion dollar condos next door. Except here, you'll be closer to the vibe and creativity of one of the world's great art districts. Fornelli Hall is steps away from 30 universities, equidistant to great cultural institutions, and our residents are mere blocks from Chicago's hottest shopping and coolest entertainment joints.

Pittsfield Legacy

Fornelli Hall, located at 55 East Washington Street, was originally named the Pittsfield Center and at 38 stories was Chicago's tallest building at the time of its completion. Designed in 1927 by the mega firm, Graham, Anderson, Probst & White, the building weaves together Art Deco and Gothic architecture. The highlight of the interior is a five-story atrium embellished by blowing marbles, gleaming brasses and carvings in the Spanish Gothic style.

Chicago Downtown

Within steps of your front door you'll find coffee houses, clubs, fitness centers, restaurants, Magnificent Mile shops, salons and spas. There's always something going on in your 'hood: outdoor concerts in Millennium Park, festivals, club parties, gallery openings and more. Chicago's buses and trains are easy to navigate and can get you anywhere in the city. Or, get a discounted iGo Toyota Hybrid to enjoy green wheels on your schedule without the hassles of owning your own car.

Hours listed in this manual are subject to change without notice.

Please contact Fornelli Hall Management Office for the most up-to-date information.

Fornelli Hall (building facility and apartment units) is internally managed by the Fornelli Hall Management Team.

THIS MANUAL IS PROPERTY OF FORNELLI HALL AND MUST REMAIN IN THE APARTMENT UNIT IN ITS ORIGINAL CONDITION AT ALL TIMES, INCLUDING AT THE TIME OF MOVE-OUT.

CHARGES WILL BE APPLIED TO THE UNIT IF THIS MANUAL IS REMOVED FROM THE UNIT OR FOUND DAMAGED.

RESIDENCE LIFE MANAGEMENT

The Director of Residence Life is a full-time professional staff member at Roosevelt University who is part of the Student Services Division and reports to the Associate Vice President for Student Services. On the community level, the Director of Residence Life is available to assist students through the housing process and manages housing and meal assignments and charges, pre-payments, and room changes. On an individual basis, the director is available to help you with personal or academic concerns, as well as questions about Roosevelt and the residence life program. Residents can schedule an appointment with the director by calling (312) 341 - 2005.

Residence Hall Coordinator is a full-time professional staff member at Roosevelt University who is part of the Student Services Division and reports to the Director of Residence Life. On the community level, the Residence Hall Coordinator works with the Resident Assistant staff and

student leaders to develop a satisfying environment in the hall. Residents can contact the Residence Hall Coordinator by calling (312) 341 - 2005.

Resident Assistants (RAs) are Roosevelt students living on the floors there to assist YOU, other residents and the Office of Residence Life. RAs are available to answer questions about the University or help you with personal, academic or other problems that typically confront students. They may do so by referring you to the appropriate person for consultation or just by being good listeners. As members of the University staff, they are also responsible for working collaboratively with residents on programming that responds to a variety of needs and interests using an educational/developmental process. RAs are responsible for development of a healthy environment conducive to academic and personal success. It is important to remember that RAs are students just like you, and they need your help and cooperation. Get to know him or her, and be sure to contact that person if you need assistance.

BUILDING MANAGEMENT & MANAGEMENT STAFF

Fornelli Hall is managed internally by the Fornelli Hall Management Team. The Management Office is open Monday through Friday during regular business hours (except holidays and when the University is closed) and may be reached at 312-592-2700. Examples of services provided by the Fornelli Hall Management Office include, but are not limited to, processing services requests for maintenance (work orders), reprogramming/replacement key cards, disseminating information on building safety and security, and maintaining common areas.

Fornelli Hall provides access control on the first floor of the building 24 hours a day 7 days a week.

Roosevelt University and Robert Morris University through their residence life programs provide security and monitoring of floors 13 through 21 and the Lower Level. The Fornelli Hall Management Team maintains appropriate building access, building and apartment amenities, mechanicals and systems.

Individual academic institutions through their residence life programs provide for the social programming in the building, the enforcement of residence hall policies and procedures, and staffing to respond to emergency and social situations from residents.

Fornelli Hall's onsite management and operating team includes the following staff:

Facility Director - directs all administrative and operational activities of Fornelli Hall. The Facility Director provides leadership and direction for creating a coordinated staff team committed to attaining the highest quality of services to Fornelli Hall residents.

Security Staff - participates in maintaining access control procedures and a secure environment for all who live and visit the building. Security staff monitors and oversees building access 24 hours a day.

IMPORTANT CONTACT INFORMATION

City Emergency Services 911

Building Security

Inside Building Extension 2727

Outside Building 312-592-2727

Maintenance & Janitorial Concerns Fill Out A Work Order At Security Desk

Emergency Maintenance Concerns Building Security at extension 2727
Fornelli Hall Management Office
Inside Building Extension 2700
Outside Building 312-592-2700

Management Office Address 55 East Washington Street
Chicago, IL 60602

Fornelli Hall Building Website www.FornelliHall.com

From inside the building, all apartment extensions are 1 + the unit number (example, unit 1517 would be 1-1517).

From outside the building, dial the seven digit number plus the area code 312.

From inside the building to access an outside number, dial 1 + the full ten digit number (example, 1-XXX-XXX-XXXX).

Roosevelt University Residence Life Staff Directory

Residence Hall Coordinator 312-341-2095

Director of Residence Life 312-341-2007

Office of Residence Life Address

430 S. Michigan, AUD 480

Chicago, IL 60605

Office: 312-341-2005 Fax: 312-341-3764

www.roosevelt.edu/reslife

Resident Assistants

ROW Unit 1517 Outside Building 312-592-2751 Inside Building Extension 1-1517

ROW Unit 1615 Outside Building 312-592-2769 Inside Building Extension 1-1615

ROW Unit 1715 Outside Building 312-592-2790 Inside Building Extension 1-1715 FORNELLI

ROOSEVELT UNIVERSITY

The mission of the Office of Residence Life is to provide a safe environment, rich in diversity and social and educational programs, where students can challenge themselves, strive for academic success, build healthy relationships and make a contribution to society. The Residence Life staff is available to assist students in their endeavors through mentoring, high quality service and strong leadership. In order to assist you in maximizing your residence hall experience, this handbook has been provided for the following reasons:

1. To enable you to become more familiar with the Roosevelt University residence hall s program— its services, activities, facilities, responsibilities of staff, policies and procedures.
2. To inform you of your rights and responsibilities as a residence hall community member.
3. To serve as a point of reference throughout the year.

Roosevelt University has been committed from its inception to a policy of non-discrimination. No person shall be discriminated against because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service,

veteran status, or as a result of being the victim of domestic or sexual violence in its programs and activities. Students who believe they have experienced unlawful discrimination are advised to file a written complaint in accordance with the Discrimination Complaint Procedure as described in the Roosevelt University Student Handbook.

GENERAL INFORMATION

Office of Residence Life

The Office of Residence Life is located on the fourth floor of the Auditorium Building (AUD) Building (430 S. Michigan Ave) AUD 480. The office is a good place to go if you have a question regarding contracts, policies, student conduct matters, or if you would like help with a personal or academic concern. Feedback is important and the staff appreciates any suggestions or comments regarding the operation of the Office of Residence Life. The office is open 9 a.m. to 6 p.m. Monday through Thursday and from 9 a.m. until 5 p.m. on Friday. Information is also available at www.roosevelt.edu/reslife

Consolidation

Rates listed on the Agreement are based on full occupancy in each unit. Therefore, any resident who does not have a full complement of roommates is automatically placed in “consolidation” if the Director of Residence Life is unable to fill the vacancy by a new or wait-listed applicant. If you do not have a full complement of roommates, the Director of Residence Life reserves the right to consolidate you and/or your unit with others in the same or similar situation, of the same gender and from the same school. Should you fall under consolidation; the Director of Residence Life will notify you of your options and the procedures. Students will be notified of any new roommates as soon as possible and if required to move should do so within 48-72 hours.

Annual contract students may need to consolidate and move into new spaces after academic contract residents have moved out. The consolidation process must be completed within 48-72 hours after the academic term end date.

Accommodation of Persons with Disabilities

All students requesting housing accommodations are encouraged to identify as early as possible with the Office of Disability Services, a component of the Academic Success Center. Requests will be evaluated on an individual basis, including the review of documentation of disability, to determine appropriate accommodations. Students should contact the Academic Success Center at 312-341-3810 once they have decided to live on campus (submitted their housing contract, etc.) to the Office of Residence Life.

Community Standards

Residents should be courteous to their neighbors at all times. If at any time conflicts arise between residents, the residents should be able to settle the problem in a responsible manner. If residents are not able to settle disputes themselves, the Resident Assistant or Residence Life staff may be asked to intervene and help mediate the situation.

Roommates

Having a roommate and being one yourself can be one of the best experiences you will have at Roosevelt. Roommates are close merely because they spend a great deal of time in the same place.

Typically, that relationship grows to a deep friendship. At the very best, you and your roommate may become lifelong friends; at the very least, you will learn a great deal about yourself and

getting along with others. It is important to recognize that even the best roommates may be quite different. In fact, varied goals, interests and backgrounds can add richness to the relationship.

Healthy interdependence, however, requires mutual effort. Honest communication, acute sensitivity and willingness to compromise are essential. You may feel a bit uneasy at first, but sharing academic difficulties and successes, personal joys and frustrations, or the ups and downs of a romance can be the basis for important mutual support and understanding. The result will be a more enjoyable living experience. Communicating with each other is the key to a good relationship.

Even the most satisfied roommates have their difficulties. When that happens, it is sometimes helpful to think of yourself as your “roommate’s roommate.” That is, look at yourself and your behavior from your roommate’s perspective. Perhaps you can then recognize something that you can do to help improve the circumstances. If that does not solve things, remember the basic courtesies listed below. They are proven guidelines for successful residence hall living.

1. Both of you have the right to read and study without interference or other distractions.
2. Both of you have the right to sleep without disturbance.
3. Both of you have the right to privacy in the room.
4. Both of you have the right to host guests, but only if the guest honors your roommate’s rights and other residents’ rights.
5. Both of you have the right to live in clean surroundings.
6. Residents must respect other’s belongings.
7. Both of you have the right to be free of intimidation.
8. Both of you have the right to request problem-solving advice from the hall staff if you have made a good effort at settling things yourself first. Your RA has a “roommate agreement” available for your use. This short form may be helpful to you and your roommate as you discuss the climate and environment in your room. The RA may also use the roommate agreement in mediating differences.

Resolving Conflicts 101

- Identify — What really are the issues? Be specific and make a list.
- Communicate — Schedule time to meet with your roommate to discuss your concerns.
- Ground Rules — Prior to the meeting getting started, set ground rules. Confidentiality and not interrupting each other are good starting points. Keep voice levels down, use “I” statements and turn off cell phones. Let your roommate know that you are committed to a win-win solution.
- Negotiate — Give and take.
- Mediate — If you are not comfortable having this meeting alone, ask your RA to help mediate.

Email Accounts

Roosevelt student email is the official mechanism for Roosevelt University to communicate with students. The University communicates with students through email and expects that those communications will be read in a timely fashion. Because of concerns for security and privacy and due to the risk that non-University email services may block official University communications, students may not have their University provided email forwarded to another email address. Please refer to the policy section of the Roosevelt University Student Handbook for the Student Email Policy.

Insurance

Participation in the student health insurance plan is required for F1 and J1 international students and students living in university housing at the Chicago Campus. All F1 and J1 international students and all residence hall students are automatically enrolled in the plan unless students can demonstrate they have equivalent coverage and waive the university plan. Students must successfully complete the on-line waiver form by the advertised deadline. For more details about the student health plan benefits available to enrolled students, visit <http://www.maksin.com/roosevelt.aspx>. This basic student plan is available annually or by term. For additional information, call the Office of Student Services at 312-341-2004.

Medical / Health Center

Roosevelt University does not have a medical/health facility onsite. Residents are strongly encouraged to locate a physician prior to their arrival or shortly thereafter. Residents who wait until they become sick are sometimes unable to set up an immediate appointment as a new patient, requiring them to wait one to two weeks.

Michigan Avenue Immediate Care (MAIC)

Michigan Avenue Immediate Care (MAIC) is a health facility located near the Auditorium Campus. MAIC offers walk-in treatment for immediate medical concerns but not life threatening emergencies. MAIC also has diagnostic services such as x-rays and laboratory tests, and offers medical examinations (including appropriate immunizations and prophylactic medications) for those students who might be pursuing overseas travel. The staff includes full-time physicians and medical assistants. Appointments are not needed. Roosevelt students will receive pre-determined rates for services at MAIC, including office visits, tests and ongoing treatment. Students will be responsible for making payment arrangements directly with MAIC. MAIC accepts most major medical plans including Roosevelt's student health insurance program as well as cash, Visa and MasterCard. The University recommends that students and parents review their health insurance plan and become familiar with plan allowances outside of their usual network. Always remember: for life-threatening emergencies, immediately call 911. Please note that MAIC is an independent entity that is not affiliated with Roosevelt University.

Michigan Ave. Immediate Care
180 N. Michigan Ave., Suite 1605
Chicago, IL 60601
(312) 201-1234
Monday – Friday 8 am – 6 pm
Saturday 9 am – 1 pm
www.michiganavenueimmediatecare.org

Release of Information

General Information

At times, the Office of Residence Life may receive a request from non-University personnel to give out your room/phone number or acknowledge your residency. Please be advised that we are not permitted to release your information, regardless of the circumstances. Roosevelt University adheres to the Family Educational Rights and Privacy Act (FERPA) outlined in the Roosevelt University Student Handbook. You are welcome to pass along your personal information to others. We will make every effort to deliver messages to residents.

Emergency Information

The University reserves the right to require a student to seek physical or psychological evaluation if, in their opinion, they feel the student is at risk of hurting him/herself or others. The University also reserves the right to contact the legal guardians or emergency contact of any resident to inform them of hospitalization, serious injury, illness or physical impairment. By signing your housing contract, you waive any and all rights of privacy you may have and hold the University and its staff harmless from any and all claims, damages, or causes of action, or liability incurred as a result of the staff contacting student's legal guardian or emergency contact to inform them of hospitalization or serious emotional or physical impairment or disturbance.

Resident Assistant Selection

Serving as an RA is a big commitment that requires responsibility for self and others, lots of energy and never ending enthusiasm! A RA must demonstrate a constant and genuine interest in fostering a sense of community within the residence hall. A vital member of the Residence Life staff, the RA strives to promote and facilitate a positive environment conducive to the growth and development of fellow residents. A RA must meet the following minimum qualifications:

1. Be a currently enrolled Roosevelt student during employment.
2. Have a minimum 2.75 GPA at the time of application and maintained throughout time of employment.
3. Available to fulfill the responsibilities outlined in the job description.
4. Have at least one semester of community living experience.
5. Be at least a sophomore during employment.

The RA Selection Process is conducted early spring for the next academic year. If you are interested in a position, talk to your RA and watch for announcements posted around the residence hall.

Residence Hall Application & Contract

Assignment Changes

No room changes are permitted during the first two or three weeks of the term. If you wish to request a room change after that time, contact your RA. The Residence Hall Coordinator must approve all room changes. Every effort will be made to provide residents with accommodations that are conducive to a healthy social and learning environment. Additional charges will be applied to room upgrades and/or building changes.

Break Periods

The residence life contract is termed for an entire academic year. Students may stay in the residence hall over breaks and holidays without paying an additional amount. Students who are not planning to return to campus for spring should email the Director of Residence Life and are required to move out the day after the fall term has ended. The University and Fornelli Hall services and hours may be limited during break periods.

Cancellations

Students requesting to cancel their contract before the end of their contract term for any reason must send the Director of Residence Life an email. A contract release review will be held to determine if there will be a release from the contract and any adjustment to the housing fees. All applications and contract cancellations must be made in writing to the Office of Residence Life. If the contract is not cancelled in writing by June 1 for students beginning in the fall semester or November 1 for students beginning in the spring semester, it becomes a binding agreement.

Failure to occupy an assigned space does not negate the contractual agreement. Students who fail to occupy space by the end of the first class day of a semester may have their housing cancelled and will be charged the contract cost. A standard penalty for contract cancellation is forfeiture of the pre-payment and 50% of the remaining contract. Meal plans (or unused portions) are non-refundable. Should residents decide to leave the residence hall prior to the end of the term/year, please note the following guidelines:

- Inform the Office of Residence Life in writing, of your wish to cancel your contract and your date of departure from campus.
- You will be informed in writing of the outcome of your request.
- If released, follow the check out procedures to ensure a proper check out.
- When requesting a contract release at the end of the fall term, you must vacate the residence hall on the day after your last final exam of the fall term.
- In the event of removal from residence for disciplinary reason, room and board refunds are withheld.

Meal (Board) Plans

Students may choose to purchase a Non-Resident Dining Plan to be eaten at the University Center. Plans are limited and students should stop by the Office of Residence Life prior to move-in to complete a Board Plan Update form. Students will not be able to change or cancel their meal plans after the first week of classes. Students should visit our website at http://www.roosevelt.edu/ResidenceLife/Meal_Rates.aspx for more information about meal plans.

Term Changes

Students who want to downgrade from an annual contract to an academic contract will be charged 50% of their annual contract. After May 1, students will be charged a processing fee to change their contract from academic to annual.

Termination

A resident's contract may be terminated by the Residence Hall Coordinator or his/her designee at any time in which the resident is in violation of the rules and regulations of the University or Fornelli Hall as outlined in its publications. Residents may appeal any decision of the Residence Hall Coordinator or his/her designee. However, their decision is final. Refer to the Roosevelt University student conduct procedures for more information.

Residence Hall Contract and Assignment Process

Students will be notified via RU email when the housing contract for the new academic year is available. A \$500 housing pre-payment will be required with the submitted contract and current residents will have an opportunity to sign up for their room ahead of new students.

Housing Pre-Payments

Students are required to submit a \$500 pre-payment each year when they sign a new housing contract.

The pre-payment is an out-of-pocket expense and required in full before a student's housing contract can be processed. It is refundable to the student's account only if the housing contract is cancelled in writing by June 1 for students beginning in the fall semester or November 1 for students beginning in the spring semester.

If space cannot be assigned, the housing pre-payment is automatically refunded. The housing pre-payment is forfeited and penalties will be assessed if the student fails to fulfill the terms of the housing contract.

Students living on campus will see their pre-payment credited to their account in January.

Housing Priority Deadline

Students who submit their housing contract and \$500 pre-payment by May 1 will be guaranteed housing. Students who submit their housing contract and \$500 pre-payment after May 1 will be placed in housing as space permits. If no housing is available, students will be placed on a waiting list and will be assigned to a room as soon as one becomes available based on when their contract and pre-payment were received. Students may be assigned to a temporary space until a more permanent room opens.

Continuing students are also required to submit proof of full-time course class registration for the term in which they are applying for housing.

Room Selection

Although not a policy, room selection for the next contract term is an important process that continuing students should be aware of. The process is held in the spring before finals and requires students to submit a \$500 pre-payment. Students who submit their pre-payment and housing contract will be able to choose their room and sign up with requested roommates during the spring room selection process.

All residents who are planning (or required) to live in the hall for the next year are strongly encouraged to go through this process. More information about this process will be made available during the spring term.

Summer Housing

The Office of Residence Life welcomes Roosevelt and non-Roosevelt students and conferences in ROW during summer months. Please note that a minimum of one-month stay is required for residents and groups of 15 and under, and services indicated above may be limited.

Non-Roosevelt students are required to pay for their room and board prior to move-in. Maintenance on some level will take place on all floors and in all apartments; however, every effort will be made to minimize any inconvenience this may cause students. Due to a shortened semester, the Office of Residence Life reserves the right to modify any ROW policies and procedures accordingly. Students wanting to continue their residency can either sign a new contract for an annual term or sign up for a summer only contract. More information regarding summer housing is found on our website at www.roosevelt.edu/reslife.

Frequently Asked Questions and Campus Resources

Questions	Location	Contact Information
Where can I get a tutor?	Academic Success Center	(312) 341-3818

Where is the nearest grocery store? Jewel-Osco, Wabash Ave & Roosevelt Rd (312) 663-1580
 Where is the nearest post office? 200 E Randolph (312) 861-0473
 Does the university have health insurance? The Maksin Group www.maksin.com/roosevelt.aspx
 Where is the nearest health clinic? Immediate Care 180 N. Michigan Ave (312) 201-1234
 Where can I obtain a Roosevelt ID? Office of the Registrar (312) 341-3526
 Where can I get theft/fire insurance? Res. Life or National Service Co (800) 256-6774

CAMPUS RESOURCES ROOSEVELT UNIVERSITY

Campus	Location	Phone
Academic Success Center	AUD 442	(312) 341-3818
Advising Center	AUD 124	(312) 341- 4340
Bookstore	Wabash Lobby	(312) 341-3592
Career Development	AUD 470	(312) 341-3560
Center for Student Involvement	AUD 344	(312) 341-2015
Counseling Center	AUD 462	(312) 341-3548
Financial Aid	AUD 128	(312) 341-3566
International Programs	AUD 336	(312) 341-3531
Library	AUD 10th Floor	(312) 341-3639
Residence Life	AUD 480	(312) 341-2005
Student Accounts	AUD 209	(312) 341-3570
Student Services	AUD 358	(312) 341-2004

Community Information
 Emergency 911
 Non-Emergency 311

UNIVERSITY POLICIES

Every community establishes policies, procedures and expectations for its individual members in order to promote a positive living environment. Because the residence hall is an integral part of the educational community, hall policies have been established to ensure that all residents have every opportunity to take advantage of the academic and co-curricular programs of the University. As a result, living in a residence hall is different from living in an apartment, house, private home or hotel. Its valuable benefits require special behavior. Your cooperation and common sense are vital to a healthy, invigorating, enjoyable environment; and being aware of campus policies is the first step toward understanding your responsibility. Feel free to ask hall staff if you are uncertain about any guidelines and/or their rationale. Please be aware that by signing a contract to live on campus you are agreeing to abide by the rules, regulations and policies set forth by the University and Fornelli Hall Management Staff. Failure to meet any of the guidelines may result in the termination of that contract by the Office of Residence Life. You are expected to read, be familiar and adhere to these policies and those found in the current edition of the Roosevelt University Student Handbook.

Alcohol

In compliance with state law, alcoholic beverages may be consumed only by students who are 21 years old in an apartment with the door closed. Anyone under the age of 21 (minor) is not to be present in the apartment when alcohol is being consumed. The only exception is if there is a minor resident assigned to that room but none of the minor's guests may be in the apartment.

The minor resident of that room or their guests may not be allowed to be in possession of or consume alcoholic beverages at any time. In the event that the minor resident desires to have guest(s) over and the 21+ resident(s) desires to consume alcohol, all residents assigned to the apartment must consent to a mutual agreement that either the minor's guest(s) will leave the apartment or that the 21+ resident(s) and any guests of his/her will not consume alcohol. If the 21+ resident(s) decides to have minor guests over, there cannot be any alcohol consumed in the apartment.

Additional Policy Notes

- Only residents who are 21 or older may bring alcoholic beverages into the building. Beverage containers must be closed and transported in dark bags.
- The transport of open containers of alcohol from one unit/apartment to another is prohibited. Alcoholic beverages are not to be consumed in public areas of the residence hall, including but not limiting to, lounges, stairwells, hallways, laundry areas, or the fitness center.
- Kegs or other multi-quantity or serving containers are not allowed in the residence hall.
- Alcohol containers are prohibited to be used as a décor in apartments where minors are assigned.
- If found in violation of the policy, resident(s) may be asked to turn over the alcohol and/or pour out open or closed containers.

Altercations

Physical or verbal abuse and disrupting the residence hall community is prohibited. Students must act appropriately at all times. Failure to comply with directions of University officials, resident assistants or Fornelli Hall Management staff acting in the performance of their duties will not be tolerated.

Anti-Harassment Policy

Roosevelt University is committed to the preservation of the dignity and worth of all members of the University community. To ensure an environment for working and learning in which all individuals (faculty, staff, students and visitors) are treated with respect, harassment in any form is unacceptable and cannot be tolerated. Because interpersonal relationships (romantic or sexual) between supervisors and the employees they supervise either directly or indirectly or between faculty and their students involve an imbalance of power, all such interpersonal relationships are prohibited and will subject employees to discipline. In such situations, it is difficult, if not impossible, to determine whether such a relationship is truly consensual and, therefore, if a complaint of sexual harassment is filed, the University will presume that the relationship was not truly consenting unless proven otherwise.

It is against Roosevelt University policy for any student or employee, male or female, to sexually harass another employee or student by: a) making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or a student's academic status; b) making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or c) creating an intimidating, hostile or offensive working or education environment by such conduct.

It is also against Roosevelt University's policy for any student or employee to harass another student or employee based upon such person's age, ancestry, citizenship, color, creed, disability,

gender, identity, marital status, military status, national origin, parental status, religion, sexual orientation, source of income, veteran status, or as a result of being a victim of domestic violence or other protected characteristic. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or enrollment, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile or abusive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, acts of communication causing emotional distress, insults or put-downs, offensive objects or pictures, and interference with work performance. Retaliation against persons filing a complaint, reporting a case of harassment, witnessing a case of harassment or cooperating in an investigation is also prohibited.

An employee who is found to have engaged in unlawful harassment shall be subject to discipline up to and including termination in accordance with the procedures applicable to such employee. A student who is found to have engaged in unlawful harassment shall be subject to discipline up to and including expulsion from the University in accordance with the procedures contained in the Code of Student Conduct. A member of the Roosevelt community who is neither a student nor an employee and who is found to have engaged in unlawful harassment shall be subject to such procedures as are necessary to prevent such conduct from occurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses. An employee or student who believes that he or she has been a victim of harassment in violation of this policy has the right to file a complaint in accordance with the University's Discrimination Complaint Procedure found in the Student Handbook. The students and employees are also encouraged to: Emphatically tell the harasser that the conduct is unwelcome, offensive, violates this policy and must stop, and/or report the incident to an employee in a supervisory or managerial position. Employees and students are encouraged to ask questions about the policy to the following offices: Offices of Human Resources, Auditorium Building, Room 846, (312) 341-4334 or Office of Student Services, Auditorium Building, Room 358, (312) 341-2004.

Compliance

All residents and guests must promptly cooperate and comply with directives or instructions from identified Fornelli Hall Management Staff, University officials, resident assistants, and emergency personnel in the performance of their duties, including but not limited to providing photo identification upon request.

Drugs/Controlled Substances and Drug Paraphernalia

In compliance with federal, state, and local law, University policy prohibits the unlawful manufacture, dispensation, distribution, sale, possession or use of a controlled substance or alcohol including drug paraphernalia or smoking devices by students, faculty, and staff in the workplace, residence hall or while conducting college business or activities.

Guest Policy

The Office of Residence Life recognizes the privilege of residents to have guests. Residents are adults and it is not our intention to be intrusive or unduly restrictive when it comes to your private affairs. However, it is important to keep two additional factors in mind:

- 1) Guest policies are designed to protect the rights of all residents and to ensure that all residents enjoy a safe and comfortable living environment.

2) The roommate's rights take precedence over the privilege of a host to have a guest and when a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their apartment, this will be considered a violation of the guest policy. As a result, it is necessary to set specific guidelines which apply to the presence of guests.

Definitions

- Guest = A person who is not contracted by Roosevelt University to live in ROW and invited by a resident, with prior approval from their roommates, to visit the residence hall. Contracted residents serve as guests in rooms that they are not assigned to.
- Overnight = A guest who is in the building for any amount of time between 2:00 am to 7:00 am
- Cohabitation = exists when a person who is not assigned to the residence hall room or apartment, yet uses that room or apartment as if he or she were living there. Utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and/or other personal belongings in the residence hall or apartment are just a few examples.
- Squatter = A person who is not contracted with Roosevelt University to stay in the residence halls and resides in ANY room in the residence halls for a period of four consecutive nights or longer.

Guest Check-In/Out Procedures

*It is the responsibility of ALL residents to adhere to the following procedures:

- All guests must be checked-in with a resident present at the time of check-in
- All guests must have either a valid State I.D or Driver's License to check-in
- Guest visitation requires roommate(s) consent in order to maintain a comfortable living environment for all.
- Do not permit cohabitation or squatters within your room and/or apartment
- You can check-in up to 2 guests to stay overnight and for up to 3 consecutive nights.
- (* Guests are considered overnight if they do not check out by 2am)
- The guest(s) who has already stayed 3 consecutive nights MUST wait 4 days until they can stay overnight and have access to the building.
- Residents must stay with and escort your guest(s) at all times within the residence hall.
- Residents and guests are required to adhere to the policies of the Roosevelt University Residence Hall Handbook and will be held responsible for any violations or damages done.
- When checking-out guest, resident must fully escort their guest down to the security desk for a proper check-out.
- Residents cannot check-in overnight guests under the age of 18 unless they are pre-approved by RHC prior to checking-in underage guest. (See Requests section.)

****Any resident is found in violation of the guest policy may lose their guest privileges for the remainder of their contract.**

Requests: Extended Visitation, Underage Guests, and “More Than 3 People”

Extended Visitation- a guest staying more than THREE CONSECUTIVE NIGHTS.

Underage guests- any guest UNDER 18.

Residents requesting to check in more than three guests at a given time, or an extension of overnight guest privileges, or having underage guests, will need to seek prior approval from the Residence Hall Coordinator.

Residents will need to submit their requests in writing via email. All requests must be submitted at least 1 week prior to guest expectancy and the RHC (Residence Hall Coordinator) will respond accordingly. Failure to submit requests properly may result in denial of request.

*Emails should be directed to RHC- Cheytaya Brown: cbrown41@roosevelt.edu

Communicating with your fellow roommates about personal preferences regarding guest visitation is required and approval from roommates is needed before a guest extension can be approved. Roommates should email RHC with their consent.

Noise Policy (Courtesy & Quiet Hours)

Courtesy hours are in effect 24 hours per day. At no time should noise volumes be heard more than two doors outside of the apartment.

Please be aware that the use of electronic audio equipment, musical instruments, and vocal exercises/rehearsals are privileges that may be revoked.

Quiet Hours

During quiet hours, residents are expected to avoid making noise that can be heard outside of the apartment door and to avoid excessive noise in common areas of the floor.

Quiet Hours on ALL RU floors of the residence halls are as follows:

Sunday – Thursday 10 p.m. – 8 a.m.

Friday & Saturday 12 a.m. – 10 a.m.

Intensive Study Hours

Round the clock intensive study hours are to be observed during exam periods on all of the residential floors. Signs will be posted to notify residents when these hours will go into effect.

Offensive Odors

Odors that are found offensive to others must be contained within an individual room. If they are not contained, the resident may be asked to discontinue use of whatever the source of the odor may be

(i.e., potpourri, acrylic nails, air fresheners, etc).

Residency Policy

At Roosevelt University, we believe on-campus living provides a community for students and nurtures and cultivates connections to peers and to the institution. Studies have shown that students who live in residence halls are more likely to complete their degrees as compared to those who live outside of University housing. Students will benefit from the cultural experiences, civic engagement, and internship opportunities that Chicago has to offer. All new first-year,

full-time students enrolled at the Chicago Campus of Roosevelt University are required to live in University housing for their first two years. This policy applies to students who have earned fewer than 30 semester hours of transferable credit and are under the age of 21 on the first day of the initial term of enrollment. The following exceptions may apply: a student who lives at home with his/her parent(s) or legal guardian, a student who is married and/or is a parent, a student with demonstrated financial need that causes a significant gap between the financial aid award and the student/family resources, or a student who should not live on campus because of medical or psychological reasons. If a student wishes to apply for exemption from the residency policy, he/she must complete an exemption application. Applications are available in the Office of Student Services, Auditorium Building, Room 358.

Sexual Assault Policy

Sexual assault, which includes rape, acquaintance rape, and other forcible and non-forcible sex offenses, is a violation of individual rights and dignity that will not be tolerated by Roosevelt University. Roosevelt University strongly encourages victims to report sexual assault incidents to appropriate university and governmental authorities as outlined in this policy. Victims of sexual assault have the following rights: respectful treatment from all campus authorities; confidential counseling; assistance in changing on campus housing and academic situations if such changes are reasonably available; pursuit of disciplinary action through the Code of Student Conduct; assistance in the pursuit of criminal and/or civil charges; and/or access to a victim's advocate. In order to ensure criminal prosecution and to preserve evidence for proof of a criminal offense, a victim of sexual assault should preserve evidence (such as not taking a shower until you have been examined), which may be necessary to provide proof for prosecution and report the incident to the Office of Campus Safety and Security and to local law enforcement authorities promptly. If requested by the student, the University will provide assistance to the student in notifying the appropriate authorities. Additionally, a victim of sexual assault may report the incident to the University through any of the following: Student Services, Human Resources, Counseling, or Residence Life. University policy requires that all crimes be reported to the local police. Sexual assault constitutes a violation of the University's Code of Student Conduct. Students who are victims of sexual assault are strongly encouraged to initiate a complaint with the Office of Student Services, in accordance with the Code of Student Conduct. In such cases, the procedures of the Code of Student Conduct will be followed. Victims of rape or sexual assault should turn to the Counseling Center for crisis counseling. Call (312) 341-3548 for assistance. The Counseling Center maintains a referral file and will assist victims in obtaining access to other resources. When the Counseling Center is closed, referral information is available on its Roosevelt University website: www.roosevelt.edu/counseling

Hospital emergency rooms also have rape kits and referral information. The Chicago Rape Crisis Hotline and Rape Victim Advocates are also useful resources for victims.

UNIVERSITY STUDENT CONDUCT PROCEDURES

Enforcement of University and Fornelli Hall Policies

When residents choose to violate the rights of others, ignore their responsibilities or generally take action against each other, the university will intervene. The Residence Hall Coordinator (RHC) is responsible for the Residence Life Student Conduct Process. The process is designed to remedy inappropriate behavior and violations of policies and procedures. The process is not intended to replicate a court of law. Federal, state and local procedural rules do not apply. All decisions and actions are based on the facts presented. Rules of common courtesy are followed at all times and meetings are not open to those uninvolved in the review process. Dates established

in the procedures below may be adjusted to account for academic schedule, breaks or unforeseen scheduling conflicts at the discretion of the RHC or his/her designee. While every effort will be made to honor the process, the RHC, in consultation with the Director of Residence Life or his/her designee, reserves the right to take immediate and appropriate action outside these procedures to address situations and behaviors that are significantly disruptive to the community or pose an imminent threat to the safety of the individual or others including temporary removal of residents from the residence hall.

Communication Report

A communication report is written by a staff member any time an activity takes place that is not consistent with policies and procedures outlined in this Apartment Manual and/or the Roosevelt University Student Handbook. A communication report does not imply that there is a student conduct concern, but it is a means by which activities in the hall are documented and communicated to the Residence Hall Coordinator and his/her designee(s) including, but not limited to, the Director of Residence Life, Assistant Vice President for Student Services and the Associate Vice President for Student Services. Students should not expect to receive verbal warnings for inappropriate behavior. This Apartment Manual and the University Student Handbook serves as guidelines for appropriate behavior. ROW residents may also complete a communication report if they notice inappropriate behavior or a violation of policies and/or procedures.

Communication Report forms will be available on the Residence Life website, www.roosevelt.edu/reslife. Communication reports should be submitted within 72 hours of an incident. Reports may be submitted up to 90 days from the date of the incident. After 90 days from the date of the incident, the report cannot be reviewed. The RHC will assess the communication report.

Conflicts between residents may be addressed without formal action through assistance of a ROW staff member. However, if the situation warrants, an investigation of the documented incident will occur and a conduct meeting will be scheduled. The RHC will notify the individual named on the communication report in writing. The notification may:

- Inform the individual of policies, procedures and behavioral expectations with no further action;
- Inform and warn the individual of the alleged inappropriate behavior with no further action; or,
- Inform the individual of the report, and any allegations, and request him/her to schedule a formal meeting with the RHC or his/her designee. The notification will include a timeline to schedule the meeting and meet with the RHC or his/her designee.

The RHC may also refer the communication report to the Office of Student Services as a violation of the Roosevelt University Code of Student Conduct as outlined in the Roosevelt University Student Handbook. The Office of Student Services will follow the resolution process outlined in the handbook.

Conduct Meeting

The RHC will meet with the individual to inform him/her of the report and documented behavior and provide an opportunity to share his/her side of the incident. The RHC has the authority to:

- allow additional time for further investigation at the discretion of the administrative reviewer;
- find the individual not responsible with no further action; or,
- find the individual responsible and assign appropriate sanction(s).

Previous behavior and status, and the seriousness of the infraction, will be considered when assigning sanctions. Failure to appear at a scheduled review may result in a decision made in absentia. All decisions made through the conduct meeting process are considered immediately enforceable and sanctions are in effect whether or not an appeal is submitted as well as throughout the appeal process.

Sanctions involving suspension of occupancy privileges or terminations of the student's residence hall contract are automatically directed to the Director of Residence Life or his/her designee for appeal. The Director of Residence Life will make the final determination of the appeal, including removal from the residence hall. Failure to complete or comply with any sanction or requirement within the designated time frame may result in additional action.

Appeal Process

Students have the right to appeal to the Director of Residence Life or his/her designee any decision made during the conduct meeting process. The appeal must be made in writing within three days from the receipt of the letter outlining the decision from the conduct meeting. The Director of Residence Life or his/her designee will examine all documents relevant to the case and collect additional information if necessary. The Director of Residence Life/designee will schedule a meeting with the student to discuss the incident. The Director of Residence Life can decide to:

- dismiss the original decision
- reduce any sanction(s)
- affirm the original decision, and/or
- assign additional sanctions up to and including removal from the residence hall.

The student will be notified of the Director of Residence Life/designee's decision in writing. The decision of the Director of Residence Life/designee is final.

Sanctions

In all cases, the primary concern is to hold individuals accountable for their actions and to protect the welfare of the residents living in ROW. Sanctions are designed to reinforce and encourage a change in behavior. One or more of the following sanctions may be assigned to a student:

1. Formal Written Warning – outlines in writing expectations for future behavior
2. Guest Privileges – restrictions on visitation privileges, including prohibition of hosting guests in the building for a specified period of time
3. Educational Activities – activities directly related to gaining a better understanding of the issues related to the incident
4. Community Service Projects – activities directly related to gaining a better understanding of the issues related to the incident
5. Financial Restitution – direct payment for damages to property
6. Restricted Access – to specific areas, floors, or resources for a specified amount of time
7. Probation – defines a student's status for a specified amount of time and stipulates that any further violations of community standards during such time will result in more severe sanctions
8. Reassignment of Accommodations – student is relocated within the building for specified amount of time, or for the remainder of the residence hall contract term
9. Suspension of Residency Privileges – temporary removal of a student from the residence hall

10. Termination of Resident's Housing Agreement – permanent removal of a student from residence hall
 11. Denial of Eligibility – student is denied the ability to return as a resident to ROW following the expiration of the current residence hall contract term
 12. Notification to Parents or Legal Guardians – notification to parents may occur if student is under 21 years old when violations involved the alcohol or drug policy. Notification may also occur if any student is determined to be a threat to self and/or others.
- Student conduct policy adapted from University Center Resident Handbook.*

Roosevelt University expressly reserves the right to change, phase out, or discontinue any policy or program. Such changes take precedence over handbook statements. The provisions of this handbook are for informational purposes only and are not intended to create a contract or agreement or implied contract between the University and any applicant or student. Students are responsible for knowledge of, and adherence to, all rules, regulations, and requirements stated in the handbook and for keeping up to date with published changes in print or on the University website. Students are strongly encouraged to seek information and assistance from appropriate staff should they have questions regarding requirements or regulations.

BUILDING FLOOR PLANS

ROW FLOOR PLANS

The following sample floor plan is included in this manual:

ROW Floor Plan – Floors 17

ROW Floor Plan – Floor 16

ROW Floor Plan – Floors 15 FORNELLI HALL APARTMENT MANUAL 23

ROW Floor Plan – Floors 17 FORNELLI HALL APARTMENT MANUAL 24

ROW Floor Plan – Floor 16 FORNELLI HALL APARTMENT MANUAL 25

ROW Floor Plan – Floor 15 FORNELLI HALL APARTMENT MANUAL 26

BUILDING AMENITIES

OVERVIEW

Fornelli Hall consists of 12 floors with a total of 228 apartment units for approximately 600 residents within the historic Pittsfield Building. The Security Station is located on the first floor. The mailroom is located in the Fornelli Hall lobby. Since opening, Fornelli Hall has added a Fitness Center and Student Lounge to the 10th Floor. Some of the residential floors have guest lounges and all of Fornelli Hall has WiFi access. The remainder of the historic Pittsfield building houses commercial tenants who can be accessed from exiting Fornelli Hall and re-entering using one of the other two building entrances on the first floor.

Fornelli Hall offers six different apartment style units including options for residents with disabilities. All units are fully furnished and include DIRECTV, local phone service, high-speed Internet and full kitchen with electric range oven, microwave, and full-size refrigerator. Each resident gains access to his/her unit by a key card and to their individual bedroom by a traditional key. These items are provided at the time of move in and must be returned at the time of move-out.

1st Floor

Mail Service

Mail service is provided by the U.S. Postal Service with daily delivery except Sundays and other holidays.

To assist with correct delivery, please ensure individual apartment numbers are used on ALL mail. Upon move-in, each resident is issued a mailbox key. Residents should report lost or stolen mailbox keys to the Management Office immediately. There will be a \$50 charge for replacement mailbox keys. Upon receipt of \$50 fee, the Management Office will request a new key be issued from the U.S. Postmaster.

Residents that receive packages or mail that cannot fit in their unit mail box will be flagged at security when a package has arrived. Residents must present ID to pick up the package and must sign the package log indicating that the package has been received. Security will not hold packages that are left by family and friends, packages must be delivered by a designated mail carrier (UPS, FedEx, DHL, Etc)

Incoming mail should be addressed as:

Resident's Name

Fornelli Hall - Apartment #XXXX (*insert individual unit number here*)

55 East Washington Street

Chicago, Illinois 60602

Residents can pick up their mail from the Mailboxes located in the Fornelli Hall Lobby. Outgoing mail should be placed in the mail chute on the first floor. We do not recommend that residents use the mail chutes located on the resident floors.

Vending Machines

Vending machines are located on select floors throughout the building. These machines will generally have 24-hour access. Please report any problems with the vending machines to Fornelli Hall Management or Fornelli Hall Security. FORNELLI HALL APARTMENT MANUAL 27

Fitness Room

The Fornelli Hall Fitness Center is located on the 10th floor of the building. Prior to accessing the Fitness Center, residents must sign the Fitness Log at the security desk and leave their Fornelli Hall ID with Security. Only current Fornelli Hall Residents are allowed to utilize the Fitness Center. Guests are not allowed in the Fitness Center. If guests are caught in the Fitness Center, disciplinary action will be taken. The Fitness Center is open 24 hours per day 7 days per week. When residents are done utilizing the Fitness Center they must sign out with Security and collect their ID. Residents will be held responsible for damaged equipment and furniture – fines will be associated. Residents must report all damages to Fornelli Management or Fornelli Security IMMEDIATELY

Recreation Room

There is an additional lounge “Rec Room” located around in the room adjacent to the Fitness Center that includes a large screen television with DirecTV, and other amenities to come. The Rec Room is designated as a recreation and relaxation area, but it can also be used as a place to study.

POLICIES:

- THE REC ROOM WILL BE MONITORED BY SECURITY CAMERAS AT ALL TIMES
- Residents are responsible for ALL equipment and furniture while utilizing the REC ROOM
- Residents will be held responsible for damaged equipment and furniture – fines will be associated

- Residents must report all damages to Fornelli Management or Fornelli Security

IMMEDIATELY

- Residents must be courteous of others while utilizing the REC ROOM

- Residents are responsible for returning all equipment back to its place and all clean up after utilizing the REC

ROOM

- The furniture and fixtures in Rec Room may not be taken out of the room. If this furniture is removed, room searches will be conducted. A \$100 fine will be charged if Rec Room furniture is found in a student's room.

Residents Guests:

- Residents are responsible for their guests and their actions while in the REC ROOM AT ALL TIMES

- ALL guests utilizing the REC ROOM must be properly registered and checked-in by security – residents are only allowed to check in the number of guests designated in school guest policy

- Residents must be with their guests in the REC ROOM AT ALL TIMES

Private Events:

- Only Private Events sponsored by Roosevelt University or Robert Morris University departments or student organizations may be held in the REC ROOM

- A Room Request Form must be submitted to Fornelli Hall Management for event approval two weeks prior to the event date

- Signage will be posted notifying Fornelli Hall residents that the REC ROOM will be closed during

Private Events

FAILURE TO OBEY ANY OF THESE POLICIES WILL RESULT IN DISCIPLINARY ACTIONS AND RESIDENTS WILL BE BANNED FROM USING THE REC ROOM

Lobby

Fornelli Hall provides a vintage-style lobby with a seating area for residents and their guests.

Residents and guests will enter Fornelli Hall through the Washington Street entrance.

Security Station

The building's access control is provided 24 hours a day and monitored at the security station located in the lobby of the first floor. Security staff members are responsible for the limited access of the building, and the guest registration and enforcement.

ADDITIONAL AMENITIES

High Speed Elevators

The building is equipped with four high-speed elevators. These elevators ONLY service Fornelli Hall residential floors. Tampering with elevators is prohibited. When you notice a malfunction with the elevators (i.e. the doors staying open on your floor, skipping floors, etc), immediately contact the Management Office Staff or Fornelli Hall Security. City of Chicago annually issues each elevator a Certificate of Inspection following a passed inspection. Copies are posted in elevators.

If the elevator suddenly comes to a halt:

- Stay calm. Do not panic.

- Push the red Emergency Bell.

- Wait for Management Office or Security Staff to respond.

- Be assured help is arriving soon.
- Follow instructions given by staff.

Laundry Rooms

Each residential floor will have a common area laundry facility with High Efficiency washers and dryers. Residents must purchase a “vend card” for \$5 to activate the washers and dryers. Each “vend card” may be loaded with cash up to a maximum amount of \$40. Should the card be lost/stolen, please see the number posted on the “machines” for the contact phone number. Please report any problems with the washers, dryers or the laundry card vending machine to Fornelli Hall Security or the Management Office.

FURNITURE AND APPLIANCES

Each resident is provided with a bunkable bed with a twin, extra long (80 inches) mattress. Please note: due to ceiling heights, sprinklers, and general resident safety residents are not encouraged to construct or install lofts and/or bunks. Residents may request their beds bunked by contacting the Management Office at 312-592-2700. Every resident is also provided with a study desk, chair and desk lamp, and closets with shelving. Common area furnishings include: dining table, chairs, lounge chairs, coffee table, sofa lounge, lighting and window blinds. Bathrooms have shower rods and curtains.

Furnishings must remain in the apartment unit at all times and must be properly maintained by the residents. Residents are responsible for supplying their own shower curtain, garbage can (13 gallon) and other decorative items. The 13 gallon “standard” kitchen garbage bag is recommended to properly be disposed of in the building trash area.

Each apartment is provided with Energy Star appliances including: refrigerator/freezer, oven with smooth surface stove top and microwave. For proper care and usage of these appliances, please refer to the section later in this binder for the appropriate manual.

HEATING AND AIR CONDITIONING

Energy efficiency is a priority at Fornelli Hall, and each resident plays a key role in day-to-day energy conservation. Central heating and air conditioning are provided to each unit at no additional cost.

Supplemental heating and cooling devices are prohibited. Apartment thermostats are preprogrammed to provide adequate room temperatures: 68 degrees for heating and 73 degrees for cooling.

IT IS HIGHLY RECOMMENDED THAT RESIDENTS READ AND UNDERSTAND THE THERMOSTAT MANUAL IN ORDER TO BECOME FAMILIAR WITH PROGRAMMING THE THERMOSTATS IN THEIR UNITS.

WHEN THE SYSTEM IS ON COOL OR HEAT, THE FAN MUST REMAIN ON AUTO TO ALLOW THE SYSTEM TO FUNCTION CORRECTLY (NOT FAN ONLY).

PLEASE SEE YOUR RA OR THE MANAGEMENT OFFICE WITH ANY QUESTIONS.

TECHNOLOGY

Fornelli Hall includes access to high-speed Internet, DirecTV satellite television, and telephone services at no extra charge for residents. Any service outages should be reported to the Management Office or Fornelli Hall Security immediately.

Technology Support

Fornelli Hall does not provide individual technology equipment. Access Media 3 does offer technology support for residents experiencing problems with phone, internet or cable service.

Access Media 3

Support can be reached at 866-757-1180. Residents interested in purchasing an additional wireless router or other equipment may contact the Management Office staff or Access Media 3 Technology for support for assistance and/or referrals.

WiFi

Wireless Internet access is provided at no additional cost throughout the Fornelli Hall residential floors. Residents are encouraged to maintain appropriate antivirus software on their computer equipment. Students experiencing issues with WiFi must contact Access Media 3 prior to contacting the management office.

INSTALL ANTIVIRUS SOFTWARE: Antivirus software helps protect your computer against viruses, worms, trojans and other unwanted invaders that can perform malicious acts such as deleting files, accessing personal data, or using your computer to attack other computers. Viruses are released every day, so it is advisable to update your antivirus software frequently to ensure you are protected from the latest threats, as well as schedule regular scans of your system.

High Speed Internet

Fornelli Hall provides high-speed wireless connectivity to the Internet. Additionally, a data port for hard wired access to the internet is provided to each apartment unit. There are no user names/passwords – just plug in a RJ-45 (Ethernet patch cord) to the wall, connect it to the computer, and the Internet is active.

WINDOWS VISTA USERS, PLEASE NOTE: An issue with Microsoft Vista has been identified. This is currently affecting connectivity for some internet users. Please visit <http://support.onshore.net/?q=wiki/vista.fix> for more information, or contact Access Media 3 Technical Support at 866-757-1180.

Computer support and configuration should be obtained from the resident's own third-party provider.

Satellite TV by DIRECTV

Fornelli Hall provides satellite TV via DirecTV. The channels are listed on the back panel of this manual. Each room has its own receiver and account set up in Fornelli Hall Management's name. Upon arrival, residents simply need to hook their television up appropriately to the cable box and cable jack to receive satellite television through DirecTV.

DO NOT REMOVE RECEIVERS FROM THE UNITS. Each receiver is marked with its corresponding unit number. FORNELLI HALL APARTMENT MANUAL 31

Telephone Services

A telephone with basic local service is provided to each apartment unit. Fornelli Hall has strict guidelines regarding providing resident telephone numbers. Service includes Emergency 911 calling and local calls within an 8-mile radius. Apartment to apartment calling by dialing the apartment extension is also provided.

From inside the building, all apartment extensions are 1 + the unit number (example, unit 1517 would be 1-1517). From outside the building, dial the seven digit number plus the area code 312. From inside the building to access an outside number, dial 1 + the full ten digit number (example, 1-XXX-XXX-XXXX).

A telephone (property of Fornelli Hall) is provided in each apartment unit. There is a telephone jack in each unit. Currently, all bedrooms and common areas share the same telephone line. Cordless phones at 2.4 GHZ may interrupt the building's wireless network. Residents are encouraged to use cordless phones with frequency of 900 MHZ or 5.8 GHZ. The building management reserves the right to prohibit the use of 2.4 GHZ phones.

For privacy protection, residents are responsible for communicating their apartment phone number to family and friends. A list of apartment extensions is not available. In addition, Management Office Staff (including Security) will not supply telephone numbers to those inquiring.

APARTMENT UNIT CARE AND USAGE GUIDELINES

GENERAL OVERVIEW

Residents are expected to maintain their units to high standards of cleanliness and exercise reasonable care for the facilities. Routine cleaning in all units should include but is not limited to kitchen and bathroom, regular vacuuming of carpeted areas, cleaning of common area floors and full cooperation with the building's pest control program.

Alterations to the facility are prohibited, such as, but not limited to: installing locks, ceiling fans or electrical, voice or data outlets; erecting partitions; or attaching anything to ceilings, walls, floors or exteriors, without the prior written consent of Fornelli Hall management team.

Cleaning and Maintenance of Apartment

YOU are expected to maintain and care for your apartment as your home. Some cleaning procedures are outlined in this manual; however, specific care needs to be given to cleaning the glass smooth stove top.

Maid Cleaning Services

For an additional fee, apartment cleaning service may be arranged through the Management Office. Residents must prepay for this service.

Furniture Care and Cleaning

In the apartment, there is a fabric couch and chair. Residents should use appropriate fabric cleaner.

Bathroom Maintenance

Report drain clogs to building security staff (or your Resident Assistant) immediately. Do not attempt to clear the clog with store-bought dissolving liquids – these will damage the building pipe system. Only toilet paper and other flushable paper products should be flushed in the toilet.

Damages and Restitution

Residents must pay for any damage (less reasonable wear) within their units, including repainting, damage to unit walls, and damage to unit furniture, extraordinary cleaning costs and replacement for any missing items. Should you have a question in regards to damages and expectations, please visit the Management Office or speak with your Resident Assistant. When residents are scheduled to move out, units are expected to be left in move in ready condition – clean and damage free. Residents will be provided with a move out check list to use as guides as to how the unit is suppose to be left when moving out. Residents will be charged accordingly for all intentional damage done in unit and cleaning required.

Care and Usage Guidelines

PLEASE REFER TO YOUR MANUAL FOR SPECIFIC CARE AND USAGE GUIDELINES. Guidelines and/or manuals are provided IN THIS FACILITY MANUAL for specific surfaces/finishes and appliances.

Flooring System – The apartment unit has linoleum/vinyl flooring in the common areas, carpet in individual bedrooms. Some areas have ceramic tile. Proper care should be used depending on the type of flooring.

Furniture (Apartment) – The apartment furniture is new and must remain in the apartment unit, unless you have made specific arrangements with Fornelli Hall Management Staff to have items removed and stored.

Refrigerator – Each month, refrigerators should be fully cleaned to keep molds from developing.
Granite Counter Tops – Avoid commercial granite counter top cleaners/cleansers, especially those with waxes. Use a 409 or Fantastic brand product to wipe the surface clean.

Marble Counter Tops – Wipe marble countertops regularly with warm water and a few drops of mild liquid dishwashing soap. Rinse well as soap can leave a residue on the marble.

Electric Range – Specific instructions for the care and cleaning of the electric range are found in the Frigidaire Care and Usage Manual. Above the range is a stainless steel hood. Appropriate stainless steel cleaner should be used on the hood. For additional information, follow care and usage instructions in the manual.

Microwave Oven – No metal should ever be put in the microwave while it is being operated. Please clean microwave regularly to avoid mold and stains.

APPLIANCE MANUALS

- Electric Range
- Range Hood
- Microwave
- Refrigerator
- HVAC Controls

If you have questions, concerns or problems with the appliances within your apartment, please contact the Management Office (ext. 2700).

BUILDING POLICIES

Candles and Incense

In accordance with the City of Chicago Fire Code that prohibits this type of activity in a residence hall, burning of candles and incense is prohibited in the residence hall. Candles and incense are not to be in Fornelli Hall regardless if they are being burned or not. If these items are found, then they will be confiscated.

Compliance

All residents and guests must promptly cooperate with identified Fornelli Hall Management Staff or Roosevelt University Staff in the performance of their duties, including but not limited to providing photo identification upon request.

Energy Conservation and Green Policy

Energy efficient design has been incorporated throughout the building. Residents are encouraged to continue these green goals by: (a) turning off all unused lights; (b) turning off computers and other electrical devices when not in use; (c) encouraging laundry and dishwasher use in the evening; (d) maintaining apartment temperature at 68 degrees for heating and 73 degrees for cooling periods; and (e) keeping windows closed in the colder weather months.

Key Cards and Keys

At the time of check-in, each resident is provided with a combination of key cards and keys for building access. A key card is provided for access to the front door, and apartment unit. A key will be issued to each resident for their assigned apartment unit bedroom. One mailbox key will be issued to each apartment for the shared mailbox for that unit.

All key cards and keys are property of Fornelli Hall and should not be duplicated. Key cards and keys must be surrendered at the time of check-out/move-out. Lost or stolen keys should be reported to Building Security immediately. There are fees for replacement of any key cards and keys. Fees are payable to the Management Office Staff at the time of service.

ID Replacement: \$25

Mailbox Key Replacement: \$50

Bedroom Key Replacement: \$100

At no time is a residents allowed to give their key card to a guest or another resident for access into the building or into their assigned unit. If a resident is caught in violation of this policy, disciplinary action will be taken.

Restricted Area

Residents are not allowed on the roof, in the mechanical rooms, in the fire hose or electrical closets, on the fire escapes or other non-resident designated areas including commercial tenant areas. If a resident is caught in violation of this policy, disciplinary action will be taken.

Personal Liability

Neither the College/University nor Fornelli Hall Management assume responsibility for theft, damage or loss of money, valuables or personal property of any kind belonging to any resident or guest. Residents should check with their insurance provider regarding the extent of coverage, if any, under existing policies.

All residents are strongly encouraged to carry sufficient personal property insurance to afford the level of protection desired, if they are not already covered under any other personal/family policy.

This type of insurance is not required but residents should remember that Fornelli Hall will not be responsible for damage to personal property as a result of fire, theft, water or electrical problems, or any other cause. Same holds true for personal and/or guest injuries. Fornelli Hall Management assumes NO responsibility for personal injuries.

Pets

For health and sanitation reasons, no pets of any kind are allowed, with the exception of fish restricted to tanks no larger than 20 gallons (one per apartment), or a certified assist animal if required and approved in advance by either Roosevelt University and/or the Management Office

Staff. Any and all damage caused by the keeping of fish or the use of an approved assist animal is the responsibility of the resident(s).

Posting Guidelines

Fornelli Hall is a restricted-access facility open only to residents and their guests, individuals conducting officially approved business, and those who are granted access for specific limited purpose. ONLY Management Office Staff and University (students) staff, teachers, administrators, and University sponsored groups may place fliers or advertisements in the building in approved locations (such as bulletin boards on each floor located by the elevators). Fornelli Hall Management Staff will not only remove materials that are not posted in the approved locations but also may restrict further solicitation activities by those individuals and/or groups in violation. Anyone interested in posting or leaving any materials in the building must obtain approval from the Management Office.

Fornelli Hall Management Staff will remove and discard any materials that promote the use of alcohol, illegal drugs, discrimination on the basis of race, gender, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or military status.

Smoke-Free Environment

To help ensure a clean and healthy environment for everyone, and in compliance With the Chicago Indoor Air Ordinance, this is smoke-free community. The Chicago Ordinance also prohibits smoking within 25 feet from the entrance/exit of the building, including the neighboring retail space entryways.

Technology

Users of the Fornelli Hall network resources must respect copyrights and all other intellectual property and contractual rights in digitized resources, including but not limited to software, databases, music, graphic images, video, text, and works of fiction and nonfiction. Users must respect the integrity of computer-based information resources and system configurations; refrain from seeking unauthorized access to other computers and networks, refrain from using network resources in any way that interferes with the building's mission. Please respect the rights of other computer users.

Windows

A strict policy regarding window use and safety is enforced at Fornelli Hall. **DO NOT THROW, DROP OR ALLOW AN ITEM TO FALL FROM A WINDOW.** If a resident or a resident's guest is caught in violation of this policy, disciplinary action will be taken. Bodily harm and endangerment can occur from the smallest amount of debris falling from heights. Windows are to be open for ventilation only. Windows are designed to provide a partial 3" opening only. Windows should be closed whenever it rains or high winds are evident. During winter months, windows should remain closed and adjustments for room temperatures should be made using the thermostat for each unit within the apartment. Opening windows in the winter wastes energy!

BUILDING ACCESS AND GUEST REGISTRATION

Residents are required to "scan" their building access key card when entering the building. Guests of residents are generally allowed within specified guidelines provided by Roosevelt University and managed by Fornelli Hall Management Staff. The building's guidelines have been developed primarily to enhance building security, but also to honor the preferences of all residents' in their own apartments.

No guests are permitted in an apartment, or in any resident's bedroom, without the consent of all residents. Residents are encouraged to talk with roommates and agree to guidelines for guest visitation.

All guests must access the building from the front lobby doors; have approval from their host and check-in/check-out at the Security Station.

Building Access Policy

The outside doors to Fornelli Hall are monitored each night by building security staff. Residents must show proof of residency and their guests must be registered at the Security Station.

Keys and Identification Policy

Residents must show their validated College/University identification card and their building access key card. Fornelli Hall staff has the right to ask anyone (resident or guest) entering the lobby and/or already in the building to show proof of identification. Residents who are not in possession of their key(s) and College/University ID when entering the building will be cited for violating the Building Access Policy and must verify their residency to gain entry to the building. All individuals who do not reside in the building in which entry is desired must follow the guidelines outlined in the "Guest Registration" section below.

By using the Fornelli Hall key card, cardholder agrees to the terms and conditions governing its use as covered in this Manual. The key card must be presented upon demand to Fornelli Hall staff. A \$25 fee will be assessed for replacement of lost, stolen or damaged cards. The key card remains the property of Fornelli Hall and is not transferable. If card is lost or stolen, please notify Building Management immediately. If found, please return to Fornelli Hall Management at 55 E Washington, Chicago IL 60602.

At no time is a resident allowed to give their key card to a guest or another resident for access into the building or into their assigned unit. If a resident is caught in violation of this policy, disciplinary action will be taken.

Guest Registration

A guest is defined as a person who is a non-resident of Fornelli Hall. Hosting residents are responsible for the behavior of their guest(s) at all times. The host is also required to escort their guests at all times when the guest is not in the host's apartment unit. Guests who are also students at the same institution share responsibility for their behavior with their host. Other guests may be asked or required by the Residence Life Staff or by Fornelli Hall's Management Staff to leave Fornelli Hall and could be subject to criminal prosecution for violations of law and/or held responsible and liable for violations of building and College policies. At the discretion of building management and the residence life staff, individuals in violation of building policies may be barred from current and/or future visits to Fornelli Hall.

All guests must be registered by their host at all times. Building Security will retain both the resident's and guest's name, unit number and identification information. A guest must present valid photo identification in order to be checked in as a guest. Any guest without valid photo identification will not be allowed access to the building regardless if they are a returning or new visitor. When a resident checks in a guest, the guest will receive a "visitor badge". At the time of check-out, the resident and guest will report to the Security Station and "check-out" of the

building. Security Staff will collect the “visitor badge”. Each resident is allowed to sign-in up to three (3) guests at one time.

Because guests must also comply with all building policies, residents must verify that they will inform guests of pertinent policies and accept responsibility for their behavior, before the guest is permitted access. Hosting guests is a privilege and staff and management reserves the right to revoke or restrict this privilege from any resident at any time. If a resident has limited or no guest privileges, it is against the guest policy to have another resident check in a guest for the resident with limited or no privileges. This is a violation of the guest policy and disciplinary action will be taken.

During busy times, residents may experience delays with the guest check-in process. Again, the process is for your safety and is intended to help control building access to only those authorized to be in the building. Patience and cooperation are appreciated.

Common Area Furniture

Floors 16-17 have a lounge area available for your use. These lounges are designated as recreation and relaxation areas, but they can also be used as places where you can study. The furniture and fixtures in these areas may not be taken out of the lounge. If this furniture is removed, room searches will be conducted. A \$100 fine will be charged if lounge furniture is found in a student’s room.

Unit/Bedroom Lockout

Residents that are locked out of their unit or individual bedroom must visit the secure desk to fill out a lock out form prior to being let back into their unit. Security will ensure that the resident is requesting access into their assigned units. At no time will a resident be let into another individual’s unit or bedroom. Residents will be provided three free lock outs during the academic year and on the fourth lock out and all proceeding a \$25 fee will be assessed which is payable at the time of service.

Room Decorations

Decorations provide comfort and a more personal environment. We want to encourage students to make themselves at home, but some restrictions on room decorations are necessary for safety and due to high costs of repair and maintenance.

- Furniture – apartment furnishings are not to be removed from the apartment or disassembled.
- Safety detectors – no items are to be hung on or over detectors.
- Decorations in general – must not damage walls, furniture, doors, or other areas of the apartment or residence hall.
- Halogen lamps – are not allowed in Fornelli Hall.
- Offensive decorations – students may be asked to remove decorations that are offensive to roommates or floor mates.
- Wall postings – students are advised not to use putty since it leaves a film behind but instead use painter’s tape or mounting adhesive that can be removed easily without damaging the wall or tearing away paint.

Solicitation/Business Operation Policy

To ensure student privacy, no solicitation is allowed in the residence hall, even by representatives of legitimate businesses. Recognized campus organizations may seek support of worthy projects, but permission for such projects must be received from the Facility Manager. If

an unauthorized solicitor is in the building, you should notify your RA or Fornelli Hall Security Station. Residents are not permitted to carry on any organized business in the residence hall where money is exchanged.

Stairways

Stairwells are not social hangouts, practice areas or garbage disposals. Please make use of the facilities and services offered to accommodate these needs located in Fornelli Hall. All stairways must be free of obstructions such as furniture, bicycles and garbage cans.

Weapons, Firearms and Explosives

All swords, nun-chucks, throwing stars, firearms, ammunition, explosives, knives, fireworks, bows and arrows or any other types of weapons, replicas or facsimiles are not permitted in Fornelli Hall. Items will be confiscated if found in possession of a student or on the premises. (Please see complete list of prohibited items listed below)

Prohibited Items

For fire safety reasons, the following are prohibited:

- 1) The use, storage or presence of any type of bicycle in a common area
- 2) The use of any electrical appliance without a clear "U.L." label
- 3) Any appliance with an exposed heating element
- 4) The use of power outlet multipliers or extension cords with multiple plugs, with the exception of power strips with built-in circuit breakers (all microwaves and all other appliances that generate heat, including but not limited to curling irons, blow dryers, coffee pots, toasters and clothes irons, must be plugged directly into an outlet and the use of extension cords or power strips is not permitted with these items)
- 5) The use or storage of any electrical appliance that is rated at more than 6 amps (or 700 watts)
- 6) The use or storage of a gas or charcoal grill, or any other cooking devices of any kind [including supplements to existing stoves/ovens
- 7) Liquid-filled furniture of any kind, including waterbeds
- 8) Gasoline engines of any kind
- 9) Cut trees or bushes of any kind
- 10) Fireworks, explosives, firearms or other weapons of any kind
- 11) The use of in-line skates, skateboards, unicycles or anything similar, as well as athletic shoes of any type with cleats, anywhere on the premises
- 12) Toys or props simulating a weapon--exceptions would be given in writing by the Management Office during business hours
- 13) The removal or relocation to other units of Fornelli Hall provided furniture, or the use of lofts of any kind other than those provided by building management are prohibited

Filming Requests

The Fornelli Hall or any locations within the building or in the immediate exterior cannot be used in a film without written approval by the Management Office. A Filming Request form is available in the Management Office.

BUILDING PROCEDURES

Room Entry

The privacy of each resident's unit is genuinely respected. However, entry into a unit is sometimes necessary for the following purposes. Authorized building management staff/contractors may enter your room if:

1. Maintenance service has been requested or is required.

2. There is an apparent emergency or danger to a person's welfare or to the building or personal property.
3. To perform fire, life and safety inspections
4. Notification of entry has been announced or posted.
5. When there is probable cause that a violation of any campus policy has occurred or is taking place.
6. To assist law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure
7. To show the unit to contractors or prospective residents
8. Unit status needs to be checked for a new resident move in (resident should be notified by University that they will be receiving a new roommate.

Fornelli Hall management staff reserves, without restrictions, the right to allow authorized personnel to enter student rooms for inspection. Inspection may include, but will not be limited to, examinations to determine condition of the room, when reasonable belief that violation of law or college/university policy exists, when the health and safety of students may be in jeopardy, and periodically to inspect rooms for cleanliness or damages. When such entry is deemed necessary, the college/university will seek within all reasonable bounds to protect residents from harassment and to protect their rights of privacy. Such actions, when they are warranted, are taken on behalf of all residents to guarantee both their safety and welfare. Authorized campus personnel may remove items that are in violation of federal, state, municipal or college/university regulations. The student will always be informed as soon as possible after such an entry is made and advised if the staff has discovered any violations.

Janitorial Concerns

Janitorial services are provided for the cleaning and upkeep of all common areas within the building. If an area needs immediate service, please contact someone in either at the Security Desk or Management Office.

Maintenance Concerns

Residents are encouraged to report maintenance concerns to Building Security. Emergency concerns should be reported to building security at extension 2755 immediately.

Work Orders

Work Orders may be made at the Security Desk. Service requests may be submitted 24 hours a day. Please be sure that the description of the issue is as detailed as reasonably possible. By submitting a work order, you are giving permission for Fornelli Hall Maintenance to enter your unit to address your needs. Your work orders will be completed with or without your presence as expeditiously as possible.

Insects/Pests

Through frequent exterminator visits, every effort is made to keep the building free from insects and pests. Residents can assist by discarding trash in the appropriate bins, removing all open and old food daily from their apartments, practicing frequent cleaning sweeps (vacuuming, dusting, laundering clothes, cleaning dirty dishes, etc), and notifying the Fornelli Hall Management Staff or your RA of any pests observed in Fornelli Hall.

Trash Removal and Recycling

Each floor is provided with a trash room near the elevators for bagged trash. Residents are required to place their apartment unit trash in the containers located in the trash room. Trash should only be put in 13 gallon kitchen size garbage bags. All garbage bags should be tied securely prior to placement in the designated trash area. Janitorial staff normally will empty these containers on a daily basis. Large boxes and other oversized trash should be broken down and flattened out for disposal by janitorial staff. Residents are not allowed to leave trash in building common areas or outside their unit door.

Recycling containers are also available for paper, plastic and aluminum cans. Specific trash removal and recycling procedures may be posted on each floor.

Vacuum Check Out

Vacuums are available for check out from the Management Office located in unit 1001 . Residents must leave their ID card to check out a vacuum. Residents who abuse vacuums will be charged for the replacement cost of a new vacuum. Residents must clean out vacuum prior to returning it. Vacuums must be returned within 30-45 minutes of checking out or a fine or disciplinary action may be taken.

Room Check Out

Residents are required to complete a proper check out of their room prior to vacating the residence hall. Residents will need to schedule a check out time with management staff/RA at least 48 hours prior to leaving the residence hall, be present with the hall staff at the arranged check out time for final inspection of their room, and return your keys/ID card and sign the appropriate forms. Apartments should be clean (vacuumed, dusted and wiped down, furniture in correct places and kitchen appliances cleaned, etc) and all personal belongings removed at the time of check out. Failure to properly check out of Fornelli Hall will result in automatic fines assessed by both Fornelli Hall and Roosevelt.

Units are expected to be left in move in ready condition – clean and damage free. Residents will be provided with a move out check list to use as a guide as to how the unit is supposed to be left when moving out. Residents will be charged accordingly for all intentional damage done in unit and cleaning required.

Apartment Unit/Room Condition

You are responsible for your room and its furnishings. Students will be held financially responsible for damage done within their rooms as well as other areas of the residence hall if caused by the student. If there is more than one student in the room, both students may be held jointly liable for the damage.

The Apartment Condition Report that you signed at move-in will be used when your room is inspected after you move out. Please read it very carefully before you sign it. Fornelli Hall Management Staff will charge cost of damages found in your room to your university after your move out. Charges may be made if your room requires more than routine cleaning, maintenance service and/or repairs. If you wish to know the prices of specific items, please consult the Fornelli Management Staff.

Unloading Zone

Residents are allowed to unload vehicles at move in and load vehicles at move out on Garland Ct.

Garland Ct is a City of Chicago Street so vehicles left unattended may be ticketed or towed at the individuals' expense. We strongly advise residents to leave someone with their vehicle at all times. If a ticket is issued or a vehicle is towed, it is not the responsibility of Fornelli Hall or the University.

EMERGENCY SYSTEMS AND PROCEDURES

INTRODUCTION

Knowing how to respond quickly and efficiently during an emergency could mean the difference between life and death. The combined cooperation of the building residents, security personnel, building engineers, building management, police and fire departments can avert a tragedy. Developing and maintaining effective procedures is essential to the safety and well being of the building occupants. The following procedures have been designed to provide the greatest degree of safety possible to the residents of Fornelli Hall.

It is the responsibility of every tenant to become familiar with these procedures.

The City of Chicago has passed an Emergency Procedure Ordinance requiring all buildings to prepare emergency plans. The items detailed in this manual are for your use and meet the required plans. Please call the Management Office if you would like additional information about the building's plan.

EVACUATION PROCEDURES

Each apartment unit has a copy of emergency procedures and evacuation plan posted on their apartment unit door.

An order to evacuate the area may come by way of the building Management Office, from the building Fire System or from the Fire or Police authorities. Most likely an order would come from emergency personnel on the scene. Comply with the order as quickly, but as calmly as possible.

SHUT OFF ANY EQUIPMENT YOU ARE USING AND IMMEDIATELY DO EXACTLY AS YOU ARE DIRECTED. You may be directed to move to a different area on the same floor, to use the fire stairs to go down to a lower floor or up to a higher floor. You may be directed to use only certain stairways or take other specific action.

DO NOT USE THE ELEVATORS UNLESS DIRECTED TO DO SO. In the event of a fire, the elevators will be under the control of emergency personnel. The Residence Life live-in staff and U.S. Equities Student Housing staff will need to assist in any evacuation. Stay calm but move quickly, following their directions. If no one is actually directing the evacuation in your area, move to the nearest stairwell in order to exit the building.

Fire Stairs

If you are told to evacuate your area by moving to a location on a different floor, exit quickly to the nearest stairway (or as directed). Make room for others entering the stairway from your floor or other floors. Remain quiet and stay as close to the wall as possible since emergency personnel may also be using the stairs. Help others as necessary, but do not block access for others. If you are the last person to go into the stairway, be sure to close the door behind you- it will help keep smoke and fire from spreading. Listen for further instructions.

After Evacuation

If directed to leave the building, move as quickly as possible to the first floor and out of the building as directed by authorized personnel. Move away from the building. **DO NOT, FOR ANY REASON, RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY AUTHORIZED PERSONNEL.**

LIFE SAFETY SYSTEMS

Fornelli Hall is equipped with modern fire/smoke detecting equipment. The life safety systems consist of smoke alarms, sprinkler heads and speakers located throughout every floor of the building. The system is monitored 24-hours a day, 7 days a week and procedures are in place to notify local authorities and building management in the event of an emergency.

FIRE & SMOKE

Detect Fire? See or Smell Smoke? What Do You Do?

- Call 911 and give them the building address: 55 East Washington Street, Chicago, Il 60602
- Notify Building Security
- Report the emergency calmly, giving exact location and available details
- Evacuate if your life or physical well-being is in danger, otherwise stand by for emergency instructions from the building management or the Fire Department over the life safety speaker system.
- If evacuation is necessary, proceed to your nearest emergency exit. Remember sometimes you will be safe where you are. Remain calm and exit only if necessary or directed to.

If You Hear a Fire Alarm

- Remain calm. Listen for instructions over the emergency communications system.
- Close doors but do not lock them. Take only essential belongings with you. Keep your hands free.
- Follow the voice/verbal instructions provided over the emergency system speakers. You may be asked to inspect the area to help others.
- Proceed down the stairs to a re-entry level at least five floors below the fire. Keep to the right on the stairs to avoid fire fighters who may be coming up the stairs on their right.
- Do not use the elevators. Elevators will return to the lobby to await the fire fighters. They will not respond to hall calls once an emergency signal is received.
- Feel doors for heat before opening them. Do not open any doors that are hot.
- If you are disabled, await help from your designated aide, or wait near the exit stairwell doors.
- If you are trapped, keep doors shut and seal the crack under them with a cloth. Call the Fire Department (911) and report your location.

Important Tips

- Do not use elevators to evacuate
- As you leave, close doors behind you
- Do not return for personal belongings
- If smoke is present, air quality is better near the floor

MEDICAL EMERGENCY

If a medical emergency arises, contact the Chicago Fire Department (911), informing them of the building address (55 East Washington Street), floor and room number. Next, notify Fornelli Hall Building Security for assistance in expediting the paramedics' entry in the building. If possible, have someone available to wait in the lobby to direct the paramedics to the victim.

BUILDING FLOODS

Call Building Security as soon as water is observed. If possible, remove all desktop items and close drawers to limit damage. Evacuate the immediate area. Building Management will turn off the water source and shut down electrical power as required.

POWER OUTAGES

In the event of a power outage within the building, Fornelli Hall Management Staff will notify the utility company. Remain at your present location until power resumes or instructed to do otherwise.

Sufficient lighting is provided on each tenant floor. Stairwells are fully lit by emergency, battery back-up power packs. One elevator per elevator bank will operate on emergency power. This elevator and the service elevators will be used to evacuate persons with handicaps.

SEVERE WEATHER

In the event of severe weather: (1) move away from windows; (2) close exterior doors; and (3) gather in the core of the building, corridors, or elevator lobbies, closing room doors as you leave, and wait for further instructions.

SPRINKLER HEADS

Fornelli Hall is equipped with the latest in high-rise life safety systems including a fire sprinkler system. Sprinkler heads are extremely fragile and require the utmost care when working or playing near them. If activated, one sprinkler head will pump out over 50 gallons of water per minute. If a sprinkler head goes off, immediate action is required to prevent massive damage - contact Building Security at extension 2755.

The Roosevelt on Washington Student Handbook is also located and regularly updated online at www.roosevelt.edu/reslife. The online version takes precedence over the printed document.