INTERNATIONAL HOUSE

LOYOLA
UNIVERSITY CHICAGO

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RESIDENT HANDBOOK
2016-2017

**Please note that this printed edition of the International House Resident Handbook is a 6/14/2016 dated copy of a living document. This document may be amended at any time and will be regularly updated and posted online at luc.edu as necessary**
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1. Mission

The mission of the International House is to promote cross-cultural learning by creating a community in which students live and interact with other students from different countries. This is accomplished, in part, by having roommates from various countries. Cross-cultural learning can also occur in the five shared community areas such as the kitchen, lounge, or study room. Each month the International House hosts events that encourage communication and community building. International students are also paired with an American Host Student to help them navigate the Loyola campus and get accustomed to living in Chicago.

2. International House Staff

**Director**

The Director of the International House is Jason Obin. He is responsible for the overall management of the building’s functioning and programming. He works with maintenance staff from Lakeside Management to insure the building is functioning properly. He also works with the Student Living Assistants, Graduate Assistants, and the Office for International Programs to coordinate fun programming events for the building and help foster a successful international community in the building. He is also the Director of the Chicago Center. You can speak with Jason at any time while he is in the office or you can also reach him via email. He can help with anything from maintenance requests, building issues, or general academic or personal issues students are having while living in Chicago. You can also reach Jason 24 hours a day for emergencies via his cell phone. Emails are the best way to reach Jason when it is not an emergency.

**Graduate Student Living Assistants (SLA)**

The Graduate Student Living Assistants (SLAs) at LUC International House are responsible for creating a collegial environment that supports the dynamic exchange of culture and ideas for international students who’ve chosen to study at Loyola for a semester or a year. Under the leadership of the Director of the Chicago Center at Loyola, the Student Living Assistants work to create a community of students who are seeking academic enrichment and personal growth through interactions with other international and American students. Consistent with the mission of LUC International House, which is to create a place on campus that supports the diverse needs of undergraduate international students, the SLAs also serve as resources by providing counseling and guidance on day-to-day affairs, and connecting students to activities and organizations that may enhance their experience at Loyola. Here are some general things that the SLA can assist with: maintenance requests, lock outs, guests, roommate disputes, and other general academic or student life questions.
Graduate Assistants (GA)
Each year graduate students will be selected to be the Graduate Assistants for the Chicago Center program and work in the International House. The Graduate Assistant will be responsible for coordinating events, assisting students with issues such as borrowing a vacuum, lost keys, maintenance requests as well as functioning as the back-up to the Director.

3. Community Living

The International House is a community-styled building that encourages cross-cultural learning by utilizing common areas such as lounges, recreation rooms, kitchens, study areas and hallways. Please note that because this building has many of these common areas it is imperative that students respect the facilities by reporting whenever damage occurs and keeping these spaces clean at all times. Please remember that tidiness and consideration for others are of great importance for a successful community. No personal property may be stored in a community area (lobby, lounge, laundry room, etc.). Alcohol is not permitted in common area space.

The direction of the International House community depends largely upon your involvement in it. Your interaction with other students and their interaction with you is the largest factor in the evolution of the International House. Your active involvement in the community and your participation in its activities are essential for the community’s growth and the formation of positive relationships. With the proper emphasis and effort, your community environment has the potential to offer you support in the areas of academic excellence, social maturity, a sense of belonging, self-reliance, and self-understanding.

One of the best recommendations that can be offered to any resident to help insure the successful growth of the community is to have the mutual respect and consideration for others. Before you act, consider the impact your behavior may have upon the lives of your fellow community members. As a part of the Loyola University Chicago residential community, each International House resident must abide by not only all policies mentioned in this handbook but also all University Policies and Procedures (http://www.luc.edu/reslife/resources/pandp/). As a member of the Loyola University Chicago community all International House residents have the following rights and responsibilities that are intended to help students develop healthy community living arrangements.

Rights of a Resident:
- The right to access to one’s room and facilities at all times;
- The right to feel secure in one’s living space;
- The right to live free from physical, emotional, and mental abuse;
- The right to a clean living space;
- The right to sleep during the night undisturbed;
- The right to privacy;
- The right to study in one’s room free of unreasonable noise and distractions;
- The right to have one’s belongings respected by others;
- The right to be listened to and to be heard.

Responsibilities of a Resident:
- To respect oneself, others, staff, community, and property;
- To respect the rights listed above of every community members;
- To understand and abide by university and international house policies and procedures necessary for community living;
- To be open and responsive to reasonable requests of community members;
- To be open, responsive, and cooperative with International House staff members;
- To clean up after yourself and report all damage to the Director or a SLA immediately

**Violations**
Violating any International House policies including those for the common spaces will result in penalties against the student ranging from official warnings, banned from using the kitchen/computer room/etc., monetary fines, community service, expulsion from the International House, and expulsion from the university. More information about violations of International House policies can be found in the policies section.

**Kitchen**
One such example of a common area that is shared by the International House community is the kitchen located on the first floor.

**Kitchen Supplies**
Basic kitchen supplies such as plates, bowls, cups, silverware, utensils, pots, pans, and other cooking supplies have been provided for student use. These supplies include plates, bowls, and cups, all silverware, and several pots, pans, and appliances that are labeled as ‘I HOUSE’. Students can find these supplies in the designated International House storage cabinets in the kitchen. Please use these items respectfully, clean them after use, and return them to their designated place. Items should not be left in the drying rack or dishwasher. If you use an item you should return it to its proper location after use. Please do not remove any of these items from the kitchen as they are intended to be available for all students.

**Dishwasher Instructions**
A dishwasher is provided in the community kitchen for student use. Dishwasher soap tablets are located underneath the kitchen sink. **It is the responsibility of any student that uses the dishwasher to unload the dishwasher and put away their items after using it.** Please do not let the dishes pile up in the sink, it is the responsibility of the students to monitor this. **If the dishwasher is in use, then a student should not open the dishwasher until it has completed its cycle.** If you are using the dishwasher you should place a sign on the dishwasher that indicates that it is in use.

**Food Storage**
Students should store all food items in their own rooms. There are refrigerators and kitchen space in your individual rooms for this purpose. Some basic storage for students is available in specifically marked cabinets of the International House kitchen. These storage areas are for cooking utensils, pots, pans, etc. and sealed and labeled food items only. Any opened food packages, containers, spices, bottles, etc. should be stored in the students’ individual rooms. The refrigerator in the first floor kitchen should only have unopened or properly sealed and labeled food items. The refrigerator will be cleaned out every Friday. Any food that is not properly sealed and labeled with your name and date will be thrown in the garbage. Once
a month the kitchen will be closed for half a day and the evening before students will be expected to remove their items from the refrigerator and cabinets so that they can be cleaned. Students will get at least 48 hours notice prior to the cleaning day.

Please use common courtesy when using the kitchen and be respectful of both the facilities and your fellow students. Clean up after you are done using the space and report any damage immediately. If you are found to have damaged a space and did not report it, you will be charged a fee.

**Study Room**

Another shared space for all students to use is the computer lab / study room. Computers with internet access have been placed in this room for convenience of the students. Please do not remove any items including cables, keyboards, mice, or anything else from this room. It is not advised to save documents to these computers. Please use your own personal storage devices to open and save documents.

Please be respectful of other students by using headphones for music and games. If students are studying in this room, please use common courtesy to avoid disturbing others. Please reserve Skype calls or other loud activities for your individual room. In order to avoid damage to the computers, please do not bring food or beverages into this room. Students caught with food or drink in the computer lab will face penalties.

The Study Room is equipped with a printer for student use for a per-page fee of $0.10 per black and white double-sided pages, $0.07 per black and white single-sided pages, and $0.50 per color single-sided pages. Each semester, students who are registered for courses will receive $3.50 towards printing. For more information about printing costs, please visit the Digital Media Services Printing page. [http://www.luc.edu/digitalmedia/printingscanning/](http://www.luc.edu/digitalmedia/printingscanning/) We encourage students to use paper from the scrap paper bin when possible.

## 4. Student Rooms

Each student will be assigned a specific room. Students are not allowed to move rooms without written permission from the Director of the International House.

**Furniture Options**

Students are allowed to move furniture in their designated rooms but are advised to use caution as they are responsible for damaged furniture. If you need assistance moving larger pieces of furniture, please contact someone in the Director’s Office during business hours and assistance will be provided. Beginning in Summer 2015 students will be able to request loft kits for raising their beds in the air above their desks or dressers. Additionally, students that choose to bunk their beds will have the option of getting a ladder and railing for their bed.
Room Care Guidelines
Certain guidelines and standards concerning room care and safety aspects have been established by the University.

- **Blue painters tape is the only method allowed for hanging posters, pictures, etc. on the wall.**
  Please ask an International House staff member to borrow a roll and return it when you are finished.
- Do not to stack furniture that is not meant to be stacked. Students could be seriously injured and furniture damaged.
- Do not disassemble any furnishings, or remove items from their bays (such as closet doors, sinks, beds, etc.).
- Residents may opt to have their beds bunked or debunked by contacting the International House staff.
- Residents may also choose to have their dressers bunged or debunked by contacting the International House staff.
- Residents are responsible for all of the furniture that is currently in their room/apartment. Under no circumstance will the International House staff remove and/or store any furniture from the facilities.
- Lounge and lobby furniture is meant to be enjoyed by the International House community as a whole, and should not be moved into student rooms. Violators may face disciplinary action, a charge for removal of the furniture, or both.
- Waterbeds or other water filled furniture is not allowed.
- Exercise caution and good judgment in the decoration of room windows, as this area is considered public and visible to both University and non-university community members. We reserve the right to ask you to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the university.
- All decorations must be fully removable. If decorations damage any surface in the building when removed, the student(s) will be charged a fee to cover the costs of repair. Please see the Damage section under Building Rules for additional information.
- At the time of check-out students are expected to leave their rooms in the same condition as when they moved in.
- You can flush the toilet paper in the regular fashion, as well.

Window Unit Air Conditioning
Air conditioning window units have been installed in each room in the International House for the months of April-October. These will be removed for the winter season and reinstalled each spring.

Radiator Heating
All rooms in the International House are equipped with radiator heating. Each radiator in a student’s room can be adjusted by turning the knob to the left to allow more heat to flow, and to the right to turn the radiator off. Please note that when you turn the radiator off it may take a few hours to cool down and will still give off minimal heat. If the radiator remains excessively hot to the touch even when turn all the way in the off direction for several hours please contact an International House staff member. There is a master control for the building to maintain a temperature of 72 degrees (25 Celsius) and when the building has reached its optimal temperature you might not be able to adjust the heat on the radiators. The
boiler will recycle and the radiators will turn back on to maintain the building temperature throughout the day and night. Please be aware that the radiators do make some noise when turning on. This noise can sometimes be reduced if you keep your radiators all the way turned on or all the way turned off. Please notify a member of the International House Staff if your radiator is leaking water, releasing excessive steam, making uncomfortably loud noises or any other peculiar behavior.

**Shower Curtains**
The shower curtain must be on the **inside** of the shower when you are taking a shower. If the curtain is on the outside, water will come out of the shower and damage the building. Damage from inappropriate use may result in a fine. If your shower curtain has excessive dirt or mold you can request a new shower curtain from the main office.

**Hallway Policy**
The hallway is part of the community space that is shared by all residents of the building and must be respected like all other communal areas. Please do not store your personal items in the hallway as items could impair residents from exiting the building during an emergency and also affect the cleanliness of the building. Students may leave up to one umbrella and one pair of shoes per person during winter months with excessive snow/rain. Please take all other items into your room. This will ensure the safety of all residents and cleanliness of the building for all to enjoy. **Please do not leave bags of trash in the hallway.** Keep the bags in your room until you are able to bring them outside to the dumpster.

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**5. Building Services**

**Laundry**
Washing and drying machines have been provided to students on the first floor for the cost of $1.25 per use. To activate the machines, you must use a Visa, MasterCard, Discover, or American Express card. If you have an international credit card which charges you a fee each time you use your card or you do not own a credit card, you can purchase a prepaid credit card from CVS. There are two CVS locations conveniently located near the ‘Loyola’ Red Line stop on Sheridan Road as well as on the corner of Broadway Ave and Granville Ave. Please contact the International House staff if you have any questions regarding the purchase of these cards.

When using the machines, please be diligent about moving your laundry from one machine to the next so all students can use the machines in a timely manner. Items that are left in either the washing machine or dryer for over one hour will be removed and placed on the laundry table. Please **do not place** any items that have non-cloth material in the machines as it will damage the clothing and the machine. This would include but not limited to belts, shoes, and backpacks. Please **do not store** your own personal items such as detergent, bleach, fabric softener, etc. in this room or use products that do not belong to you. You can
buy laundry detergent, hand soap, dryer sheets, etc. at one of the many drugstores on N Broadway Street. There are two CVS’ and a Walgreens all within walking distance.

**Internet/Wi-Fi**

The International House is on the Loyola Wi-Fi Network. To log onto the network, you must first register your computer by using the following link and clicking on the “Register Now” button. [https://netreg1.luc.edu/registration/](https://netreg1.luc.edu/registration/). You can register your computer on the Loyola Wi-Fi by using your Loyola username and password to connect. Once you register you may need to periodically update your computer to continue to have access to the Loyola Network.

**Renting Items for Personal Use**

We have multiple supplies and items that students are allowed to borrow. These include,

- Several vacuums for cleaning purposes.
- Luggage scale to weigh items before traveling.
- Blue tape for hanging decorations on wall.
- American hair dryers.
- Clothes hangers. (These you can keep for the duration of your stay, no ID necessary)
- Board Games.
- Extra mattresses for guest.
- We constantly are adding new items to this list, please check with a staff member to see what has been added.

Students **must submit their Loyola student ID** to a staff member for in the Director’s Office during the hours of Monday-Friday 9am-4pm to receive certain items. Students may also visit the SLA during posted on-duty hours to borrow certain items. Students will be given their ID back upon return to the Director’s Office or SLA. After completing the use of the item, please return it immediately for others to use in the building.

**Mail**

A centralized Loyola mailroom for students living on the Lake Shore Campus is located at **6317 N. Broadway Street**. The mailroom provides postage, letter, and package service for all students who reside on campus. Students will receive email notifications upon the arrival and sorting of incoming mail and packages. To pick up incoming mail or packages, students must bring their student ID to the mailroom. It is advised to retrieve mail and packages as soon as possible due to space limitations.

Please have mail and packages addressed as the example below.

**First Name Middle Name Last Name**

**6317 N. Broadway Street**

**Chicago, IL**

**60660**
Please do not have anything mailed directly to the International House address as it will not be delivered and returned to the sender.

For more information regarding campus mailing services please visit:

http://luc.edu/media/lucedu/purchasing/pdfs/Mail%20Services%20Guide%20for%20LSC%20Resident%20Students%202013-2014.pdf

Maintenance

If there is an issue in your room please contact the International House staff in person during office hours or during the evenings during duty hours or via email at intlhouse@luc.edu. Lakeside Management will be called immediately to resolve the issue. Lakeside Management keeps typical business of hours of Monday-Friday 9am-5pm. Any requests outside of this time frame will be taken care of the next business day unless it is an emergency. In the event of an emergency, the Director and the SLAs can be reached on their cell phones. Please see below for a list of emergencies.

Facilities-Maintenance Emergency Situation List

- No heat when outside temperature is below 55F degrees;
- No air conditioning when outside temperature is greater than 80F degrees;
- Electrical or gas failure of any nature;
- Overflowing toilet or clogged toilet; (a plunger is available to borrow)
- Overflowing/backed up kitchen or vanity sink(s);
- Overflowing/backed up bath-tub;
- No hot water;
- No water throughout the unit;
- Water intrusion such as severe plumbing leaks, broken or collapsed pipes, roof leaks, and any other water leaks;
- Resident Lock-out (See Section 6 for more information on Lock-Outs);
- Any unsecured entry to building main entry and/or specific unit;
- Malfunctioning controlled access gates and sensors;
- Malfunctioning smoke/CO detectors;
- Malfunctioning refrigerator;
- Black or Brown-out of a building: (Entire power outage - partial power outage)

*Any threatening situation which may result in the loss of life or personal property, such as:

- Fire - Call 911, then call International House Director and a Student Living Assistant;
- Flood - Call 911, then call International House Director and a Student Living Assistant.
- Severe Weather (i.e. Repairs of weather-related damage: windows, locks, doors, siding, fascia, board-ups, etc.) - call International House Director and a Student Living Assistant.
- Police Action - Call 911, then call International House Director and a Student Living Assistant.
- Protecting a crime scene (i.e. repairing broken windows, locks, doors, etc.) Call International House Director and a Student Living Assistant.

Violations
Please keep in mind that these rules and policies are essential pieces in a safe, clean, and healthy living environment and a happy and peaceful community. Students that are caught repeatedly violating the building rules and abusing the community policies will be given disciplinary measures that may range from official warnings, banned from using common space areas where abuse occurred, monetary fines, community service, expulsion from the International House, and expulsion from the University. In the case of disciplinary measures, they will range based on repeated number of abuses and severity of the violation. We do not want to have to give out these disciplinary measures and will only do so in order to maintain a safe and clean environment and a happy and peaceful community.

Building Security
To ensure that the safety of all students and building property is maintained, please be sure that all outside doors are closed. Do not leave propped doors unattended. If you prop the back door open for garbage disposal, please be sure to securely close the door when finished.

All students are provided with a key card that will give them access to the building and an individual key to their room. Always have your International House keys on you and lock your individual rooms at all times.

Do not leave guests unattended on International House property. See guest policy for more information. Additionally do not let people into the building that you do not know. If the person trying to enter the building or your room claims to be cleaning or maintenance staff you do not recognize them or their visit was not announced to you through email or building signage then please alert an international house staff member and do not let that person into the building.

Security Cameras are placed in the front and back entrance to the building. Additionally an emergency phone is available in the front of the building. You can use that phone to call the front office or call for emergency services.

Liability and Damage
- The Student is responsible in full for any damage to or loss of his or her property, including money, personal belongings, computers and electronics, or other items of value, located in or on the University’s premises. The University disclaims any and all liability for damage to or loss of the Student’s property.
- The Student is responsible for, and will be charged the costs of replacement and/or repair of, any and all damage that occurs in his or her unit, regardless of whom or what caused the damage (other than damage caused exclusively by a failure in a mechanical or plumbing system of the University). The Student is also responsible for, and will be charged the costs of replacement and/or repair of, any and all damage he or she may cause (alone or with others) to any other area of the International House or the University.
- The Student agrees that he or she shall be responsible for any malicious damage which occurs to any common area of the International House when the University is unable to determine the person who is at fault. The Student will be charged for the cost of the damage as determined by the University.
• The Student agrees to be responsible for the conduct of any guests who are in the International House at the invitation or permission of the Student. Students shall follow the guest policies outlined in the International House Resident Handbook and Res Life website.
• If the Student is assessed charges pursuant this Handbook or the general policies of the University the Student agrees that the University has the right, at its discretion, to either issue an invoice to the Student for the costs or offset the costs against any amounts the University may owe the Student.

For more information regarding damage and responsibility, please see the Damage – Individual and Community Responsibility section of the International House Handbook.

Right of Entry
Authorized University representatives may enter the International House and the Student’s unit at any time without prior notice, after knocking and announcing their presence, for the purposes of: (1) making necessary or agreed-upon repairs; (2) supplying necessary or agreed-upon services; (3) investigating health or safety concerns, or suspected violations of housing and other University policies (including, but not limited to, violations of firearm or drug, tobacco, and alcohol use policies); (4) verifying occupancy; (5) conducting inventories of University property; and (6) conducting facility inspections. Authorized University representatives may remove items that are in violation of University, federal, state or municipal regulations. The Student will be informed promptly after such an entry is made and advised if authorized University representatives have discovered any violations.

Termination
The University reserves the right to terminate this Agreement and the Student’s residency because of improper or unsafe conduct by the Student or failure of the Student to comply with any term or condition of this Agreement, including but not limited to the failure to comply with University policies and applicable law. The University’s termination of this Agreement does not relieve the Student’s obligation to pay the room rate for the designated period. If the Student withdraws from the University, this Agreement will terminate and eligibility for any refund will be determined by the University’s refund policy and after the consideration of student conduct proceedings and/or sanctions, if applicable. The Student shall vacate the International House within 24 hours of the initiation of withdrawal procedures.

Pets
No pets or animals are permitted in campus housing at any time, with the exception of a fish contained in a small tank (2 gallon max); and/or a service animal authorized and approved by the University that is individually trained to do work or perform tasks for the benefit of an individual with a disability that is directly related to that individual’s disability.

Check In / Check Out
The Student may move into the International House per the date and time listed on his or her assignment notice:
• At the time of check-in, the Student is responsible for inspection of the overall condition of the assigned room and must sign a “Room Condition Form” (RCF) at the time of move-in.
• Check-out occurs when the Student has had his or her unit checked by an International House staff member at the time of move out, has re-signed the “Room Condition Form”, and has returned all keys.
• It is the responsibility of the Student
• For check-out, these guidelines apply:
  o Inform I. House staff if need to store luggage/how long and fill out check-out sheet
  o Inform office of move out plans no later than one week prior to end of term
  o Approximately one week prior to end of housing term, a scheduling tool will be sent out to you for check-out. Please fill out the document for a check-out time. If you are not available during these times please come to the office and fill out a waiver form for a new check-out time. Or, you may choose to select “Express Check-Out.” By doing this, the International House Staff will check your room without you and you will pay any room/damage fees that are necessary. You will be given an envelope to place your key in. Your key can be turned into the office or placed under a SLAs door.
  o For an improper check-out, there is a $50.00 fee! Please make sure your room is 100% clean and ready to move out when you check-out!
  o There will be information in the storage room across from the office regarding donations! You cannot leave anything in your room, it must go in this room or you will be charged!
  o Signed up online for check-out time with SLA, room is clean, ready for move out, all trash/recycling taken out, no dishes in sink, all plugs clear, food out of refrigerator, lights turned off, key returned!

**Quiet Hours**

Since studying is an important aspect of life for the university student, it is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise at all times. Quiet Hours have been established in the International House to promote an atmosphere for academic success. Moderate noise levels should be maintained during all hours other than those designated as quiet. Students should be considerate by observing these hours and responding appropriately to requests to lower noise volume. Excessive noise from stereos, music instruments, etc. may result in those items being confiscated and banned for the rest of the academic year. “Courtesy hours” are always in effect as the university is first and foremost a place for learning and studying. At no time does anyone have the right to make as much noise as they wish while on campus because an atmosphere conducive to study must be maintained. Due to the close living conditions in the International House, respect for neighbors and others on the floor or in the hall should be taken into account at all times. This is to say, should the amount of noise any group or individual is making becomes disruptive to other persons/groups in the hall, or in neighboring buildings, students will be asked at any time to lower the noise level, and/or discontinue the loud activity. Residents have a responsibility to comply with these requests.

The quiet hours are as follows:

- Sunday-Thursday – 11:00 p.m.-8:00 a.m.
- Friday-Saturday – 1:00 a.m.-9:00 a.m.
Finals week – 24 hours

Students caught violating quiet hours and noise level polices will be subject to disciplinary measures detailed in the violations section of the handbook.

**Trash Removal/Recycling**

In order to keep our building clean, it is imperative for all students to properly maintain and dispose of garbage. This means keeping all garbage inside your room until you are ready to take it outside. At no time should a student place garbage in the hallway, stairwell, or any space on the first floor. Please take all garbage out through the backdoor and place inside the dumpsters. **Do not leave** trash outside of the dumpsters. Be sure that the backdoor is properly closed when you are finished. **Please do not bring** the garbage from your room down to the communal garbage cans located inside the building. If you notice that these communal garbage cans are full, please use another communal garbage can or take the garbage through the back door and place in the dumpster.

All rooms come with 1 recycling bin. The recycling dumpster is located in the back alley next to the garbage dumpster. There are also multiple communal recycling bins located throughout the building as well as a water refill station by the first floor bathroom. **Same rules apply for recycling**, only take your recycling bin to the recycling dumpster.

**Damage – Individual and Community Responsibility**

Any damage that is the result of accidental or deliberate actions of an individual or group is the responsibility of the person(s). Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will be charged with the cost of the damage in addition to other appropriate sanctions determined through the judicial conduct process (http://www.luc.edu/osccr/). However, when deliberate or accidental damage is not assigned to an individual or group, all residents of that living unit or wing will share equal responsibility for the repair costs and common area damage (CAD) charges will be assessed to the student(s) account.

At the foundation of this policy is the notion that it is the responsibility of all residents to be aware of their environment and to hold others accountable who vandalize property. The University believes that living a student residence such as the International House is a privilege and students need to be aware of concerns and maintain peer accountability within their community. As citizens of the community, it is a resident’s responsibility to be honest and report concerns and vandalism, when appropriate.

Damage and vandalism to the International House is a problem with financial, psychological, social, and academic impacts on those affected. Consequences to the community include inconvenience, safety hazards, lower morale and extra work for building maintenance and custodial staff. In addition, resources set aside for enhancement items (i.e. furniture upgrades, microwaves, etc.) and improvement projects must be spent on repairs due to vandalism. Therefore, Loyola University Chicago cannot assume complete fiscal responsibility for excessive levels of vandalism in the International House. Rather than increase room fees paid by all students to recover vandalism costs, individual students and residential communities are held accountable for these damages. The damage costs are pro-rated and divided among those students who are in the position to prevent damage from occurring or to identify specific individuals who are responsible.
Students should not damage or deface student rooms or public areas of the International House. Students involved in vandalism will be promptly referred for appropriate disciplinary action and held financially accountable. Such acts are not tolerated. The community damage billing system is employed when there is an excessive level of unaccountable common area damages due to vandalism and/or theft.

By expecting students to take responsibility for their environment, we strive to instill a sense of community and pride in their living accommodations.

Alcohol
Alcohol is prohibited in all common areas of the International House such as the lounge, kitchen, dining area, study room, laundry room or hallways.

Students and guests are subject to Illinois state law, which prohibits the sale, possession, consumption or provision of alcoholic beverages to or by any person under the age of 21. Possession and consumption of alcoholic beverages on-campus by individuals 21 years of age or older is prohibited in any public area (any area except the private room of students living in the International House) on-campus, unless approved by the Dean of Students.

In rooms or apartments where all residents are under the age of 21:
• Alcohol is not permitted.
• Students under the age of 21 may not be in the presence of alcohol.
• Collections of containers that contain or previously contained alcohol are prohibited.

In rooms or apartments where at least one roommate is 21 or older:
• Alcoholic beverages may only be consumed by residents and their guests who are 21 years of age or older, in the privacy of their room or apartment with the door closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.
• Alcohol may not be consumed in the presence of minors, with the exception of an underage roommate.
• Students under the age of 21 may not be in the presence of alcohol, with the exception of underage roommates.
• Collections of alcoholic bottles/cans that contain or previously contained alcohol are prohibited.
• Excessive amounts of alcohol (as determined by university staff) are expressly prohibited. This includes, but is not limited to, kegs of beer.

Smoking
Smoking of any kind (including electronic cigarettes) is expressly prohibited in all university facilities including the International House. The university is concerned about the health and safety of all faculty, staff, students and visitors. Smoke is offensive to many non-smokers, and can be a detriment to community living. Therefore, smoking is prohibited in all public and private areas of the residential community. These areas include lobbies, bathrooms, lounges, hallways, stairwells, kitchens, and International House rooms. When smoking outside, please remember to remain fifteen feet from any doorway, window, or air intake and dispose of cigarette butts in proper receptacles.

Lost Keys and Room Lock Outs
If you lose your keys, please visit the Director’s Office or speak with an SLA to replace lost keys. Students are responsible for all fees for lost keys. Students that have lost their keys will be responsible for a $65 charge to change the locks and replace the keys for that room.
If a student requires access to their room due to accidental lock out during regular office hours and posted on duty SLA hours may contact an International House staff member to assist them. Students that require access to their room during non-office hours in the later evening, night or weekend may be assessed a $25 lock-out fee.

**Overnight Guest Policy**

Students living in the International House may have overnight guests with the following provisions:

- A guest may stay overnight only with the consent of the host’s roommate and in accordance with the roommate agreement.
- International House overnight guests are expected to follow all the house’s established rules and/or the Community Standards of the University. International House residents are accountable for the conduct of their overnight guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests.
- All guests must provide a Student Living Assistant (SLA) or other International House staff with a copy of a valid Loyola ID or a valid government issued photo ID (state driver’s license, state identification card, or passport).
- The host must inform the SLA or other International House staff of their overnight guest’s arrival and departure dates at least 48 hours before their arrival.
- Guests without proper ID will not be allowed in the building.
- International House staff have the authority to limit guest privileges as deemed necessary. All requests will be reviewed and approved on a case-by-case basis.
- During the first two weeks of the semester, overnight guest are restricted for any new resident in the building, or a returning resident who has a new roommate. Rooms that are occupied by two returning residents may have guest, given they follow the directions listed above. By doing this, residents are given the opportunity to adjust into a new environment, new living situation and new roommate.

**Guest Policy**

An International House resident guest (“guest”) is someone who is not currently assigned to live in International House. A host is a current resident of the International House who is responsible for an International House guest. The following policies apply to all guests regardless of time of day or building, except where otherwise noted:

A. Visits by guests can be an infringement upon the privacy and convenience of the persons sharing the space. Guest visitation should occur on a limited basis and only with the consent of your roommate. In the practical application of determining when guests should be invited to International House, common sense and mutual respect for those sharing the living environment should prevail. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room.

B. Because International House resources are intended for use by the student who is assigned a specific space; the consistent presence of a guest(s) is not permitted in International House private suites or common areas including the kitchen, dining, lounge or study areas. Visitors who are found to be a consistent presence regardless of time of day are not allowed.
C. Hosts must escort their guests at all times including escorting guests from the building upon departure.

D. International House guests are expected to follow all the house’s established rules and/or the Community Standards of the University. International House residents are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests.

E. International House staff have the authority to limit guest privileges as deemed necessary.

**Room Occupancy Policy**
In International House rooms occupancy may not exceed more than four times the designated occupancy. Thus, there may be no more than a total of four people in a single room and eight people in a double room.

*Appropriate sanctions for violations of these policies may include: $25.00-$50.00 fine, restrictions on guest privileges, and an educational experience or project.*

**Health and Safety Inspections**
Health and Safety inspections are monthly room checks to insure the student’s safety, health and ability to successfully attend Loyola University Chicago. These checks are conducted by SLA’s at random, meaning students will only receive notice of the week inspections are occurring, not the specific day or time. SLA’s DO NOT need student’s permission to enter student’s rooms, and will enter regardless of student attendance in the room. If you wish to be in your room during the inspection, please speak with a staff member during the week you are notified. All failures may or will result in the following but not limited to:

A. Fines  
B. Warnings  
C. Conduct meetings with international House staff or Office of Student Conduct and Conflict Resolution  
D. Community Service

Please see a list of common failures:

A. Moldy shower/Bathroom/Sink  
B. Excessive Trash  
C. Ingress (Being able to enter)/Egress (Being able to exit)  
D. Candles  
E. Alcohol (if you are not 21)  
F. Drugs

7. Emergency Procedures
**Maintenance Emergencies**
For all maintenance related emergencies please inform the International House Director, an SLA, or Graduate Assistants. You may read the Facilities-Maintenance Emergency Situation List in this handbook (Page 10).

**Fire**
The fire alarm will sound if smoke is detected in the building. If you hear the alarm, please exit the building using the nearest exit, closing doors behind you. There are two exits on each floor. Please gather on the sidewalk across the street from the building. If this area is unsafe, please move down the street to a safe location.

**Severe Weather/Tornadoes**
Experts tell us that during a Severe Weather Alert the following procedures should be followed:

- Listen to a local weather or radio station for the latest updates on weather in your area.
- Know the following watch and warning levels:

TORNADO WATCH: Tornadoes are possible in your area. Remain alert for approaching storms.

TORNADO WARNING: A tornado has been sighted or indicated by weather radar, if a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety. The designated safety spot for the International House is the hallway of the first floor.

SEVERE THUNDERSTORM WATCH: Severe thunderstorms are possible in your area.

SEVERE THUNDERSTORM WARNING: Severe thunderstorms are occurring.

If a warning is issued or if threatening weather approaches:
- Move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
- Stay away from windows.

In the event of severe weather with threat of tornado, please move to the lower floors of your building and remain in the interior hallways away from any glass. Please try to stay in groups with students on your floor, so that a determination can be made as quickly as possible about people who may be missing. You will receive further information from international House staff and security personnel at your location.

8. Programming
**Programming Model**
Loyola University Chicago International House Programming Model strives towards building a community that fosters reflective and meaningful relationships within the residence halls. Given Loyola University Chicago’s commitment to social justice while working and expanding knowledge in one’s service of humanity through learning, justice, and faith, the I-House seeks to offer various programs that meets Loyola’s Jesuit Model. Furthermore, the I-House programming model is designed to support and meet the educational mission of Loyola University Chicago as we seek to educate the whole person and put student formation of learning at the heart of the work through cross cultural learning programs.

**Events**
The International House has such fun events planned by the staff as well as the students! We do one event in the house and one outside of the house every month. Also, if the students want to host a cultural party from their home country, they can speak with staff to gain funds and plan a date! Additionally, I-House residents have had birthday parties for each other which are very fun and great for community building! Please keep in mind to keep the space clean after your events! Events are a great way to bring creativity and uniqueness to the position and semester with your ideas!

Past events:
- International Food Fest
- Brazilian night
- I-House Movie Night
- Ice Skating
- Haunted House
- Pumpkin carving

**I-House Student Council**
The purpose of the international House Student Council is designed to work towards building meaningful relationship between the I-House Residents and Staff. Given the I-House commitment to cross cultural learning this council will meet bi-monthly to discuss the needs and wants of the I-House residents as we explore efficient ways to better serve the needs of the community. Furthermore, as we see to highlight the importance of cross cultural learning within our community, this council will work exclusively with every resident to ensure their voices are being heard and attended to.

Responsibilities
1. Serve as a student leader and representation for the I-House
2. Assist with development of I-House programming and events
3. Help plan monthly community meetings
4. Attend Graduate SLA meeting
9. Additional Information

**Photo Usage**
By agreeing to live in the International House, you are agreeing to have your photo taken and used on International House’s various social media pages for promotion and enhancement of your experience as we all those students after you. We are thankful for your compliance!

**Loyola Policies**
In addition to the rules and policies of this handbook students are expected to uphold to the policies and procedures set forth by Residence Life, the Loyola Student Code of Conduct, and the General Rules and Policies of the University. All additional and needed information can be found here: [http://www.luc.edu/reslife/resources/pandp/](http://www.luc.edu/reslife/resources/pandp/).

If you have any questions, please contact Jason Obin in the Director’s Office during office hours or via email.