



**IOWA**

**SUMMER HOUSING GUIDEBOOK**  
WEST SIDE RESIDENCE HALLS 2021

# WELCOME

Welcome to the University of Iowa and to Petersen Residence Hall. The university is pleased to make its adult housing facilities available to individuals who are enrolled in summer camp/conference programs and are able to live independently on campus with limited supervision. Our staff is always available to answer any questions you may have. In order to make full use of the facilities and services in the halls, please refer to the following information.

## RESIDENCE HALL INFORMATION

### Automated Teller Machine (ATM)

There is a 24-hour ATM in the Hillcrest Hall vending area. Desks do not cash checks or make change. Hillcrest Hall is adjacent to Petersen Hall and houses our summer dining facility. The Hillcrest Hall ATM will only be available during dining hours, see Dining Facilities on page 4.

### Building Desks

The Petersen Hall desk (319-353-4382) is open 24-hours a day, beginning May 17 to July 31, while summer conferences are in session. Consult [housing.uiowa.edu](http://housing.uiowa.edu) for hours after July 31. Report any problems to the desk in person or by phone.

### Buses

Cambus (319-335-8633) operates free intra-campus service while classes are in session. Bus schedules are available on a digital display near building exits or at: [transportation.uiowa.edu](http://transportation.uiowa.edu). Iowa City Transit (319-356-5151) operates regular bus service Monday through Saturday for a small fee.

The Transit app is a free, real-time passenger information system that allows users to review bus routes, receive arrival predictions, and access GPS tracking. The app includes Cambus, Iowa City, and Coralville bus routes and lets riders plan itineraries across the three systems. The app is available to download from the App Store and Google Play.

### Computers/Computer Labs (ITCs)

Adult guests will have internet connectivity in their rooms (one wired port per bed). All users must abide by the University's Acceptable Use policy ([its.uiowa.edu/support/article/4028](http://its.uiowa.edu/support/article/4028)). Violation of this policy will result in the termination of an individual's summer connection. (Note: Hawk ID/Guest IDs are not needed to access individual internet ports in rooms.) No ITC's (computer classrooms) will be available in the residence halls this summer. For information on free guest wireless service, see Wi-Fi Service on page 7.

### Construction

Hillcrest Hall (which houses our summer dining facility) will undergo masonry repairs to the outside of the building this summer. Vanities and galvanized piping will be replaced in the north wing of Hillcrest Hall. All of these construction projects may cause inconvenience (dust, noise, traffic congestion, etc.) and could possibly cause disturbances in some rooms, hallways, and lobbies. If you have any questions regarding these projects, please call University Housing and Dining at (319-335-3000).

Asbestos abatement will be taking place in Hillcrest Hall this summer. Guests will be restricted from these areas while work is ongoing. The university uses state-licensed professionals and has trained staff to oversee the work. The removal of asbestos poses no threat to camp or conference participants.

### **COVID-19 Expectations**

The university has developed and implemented new policies and procedures to help lower the risk of COVID-19 exposure and spread. These protocols work in tandem with the traditional policies found in this guidebook. In accordance with University of Iowa experts and guidance from the Centers for Disease Control and Prevention (CDC) and the Iowa Department of Public Health (IDPH), the following expectations will be enforced in university residence halls for summer conference guests:

1. All summer conference guests are expected to cover their mouth and nose with a face mask while in any/all residence hall building community spaces, and when entering or leaving a residence hall. Building community space is considered any space that is not their assigned room. Individuals in violation of this policy may be subject to disciplinary action up to, and possibly including, removal from the residence halls.
2. Face masks (cloth mask, disposable mask, or face shield with mask) are expected for any/all individuals in the residence halls. The university no longer allows gaiters or face shields (when worn without a mask) as appropriate face coverings.
3. While in building public spaces, all summer conference guests are expected to follow social distancing guidelines by maintaining at least six feet of separation from others in the residence halls, where possible.
4. All summer conference guests are expected to follow posted elevator and room capacity requirements.
5. Petersen Hall summer conference guests are permitted only one guest at a time and must always escort their guest in the building. Guests must follow face mask (cloth mask, disposable mask, or face shield with mask) expectations in all building community spaces, and when entering or leaving a residence hall.
6. Single room occupants are permitted one guest in all building community space and within their assigned room.
7. All furniture has been adjusted due to social distancing guidelines and should not be moved. Any furniture movement in community spaces is subject to disciplinary action.
8. All summer conference guests are expected to follow the health and safety measures implemented by the University of Iowa as recommended by the Centers for Disease Control and other applicable public health authorities during a public health crisis. These health and safety measures may be subject to modification during the summer as the public health guidance changes.
9. Specific health and safety plans for summer conference guests including isolation practices, cleaning protocols, etc., can be found at **[housing.uiowa.edu/camps-and-conferences](https://housing.uiowa.edu/camps-and-conferences)**.
10. Full details regarding university-wide measures taken and community expectations can be found at **[coronavirus.uiowa.edu](https://coronavirus.uiowa.edu)**.

## COVID-19 Symptoms/Reporting

If you have symptoms consistent with COVID-19, stay in your room, self-isolate and consult your health care provider to see if you need COVID-19 testing.

If you are a summer conference guest living in Petersen Hall, you will need to self report your status by visiting this link, [apps.its.uiowa.edu/forms/self-report](https://apps.its.uiowa.edu/forms/self-report). This will initiate the process for arranging your isolation/quarantine space. Please self-isolate, wear a face mask, and utilize express meal service from Hillcrest Market Place until a member of the Housing and Dining team contacts you to discuss your relocation needs and next steps. Please note that self-report forms submitted after 6:00 p.m. on weekdays and 4:00 p.m. on weekends will be followed up the next day. Until you are contacted by Housing and Dining, maintain your self-isolation with a face mask on. Specific health and safety guidelines for summer conference guests can be found at [housing.uiowa.edu/camps-and-conferences](https://housing.uiowa.edu/camps-and-conferences).

**NOTE: If a guest cannot access the self-report system, they should call the Petersen Hall desk (319-353-4382).**

## Custodial Service

The custodial care of your room such as trash removal or towel service will depend upon the arrangements made by your conference. Sheets and towels are distributed to your room based on provisions selected by your conference sponsor. Requests for additional sheets and towels may not be fulfilled.

## Damage Policy

Camps/conferences will be responsible for the cost of repairs for any room damages or theft that occur during the time of occupancy, as well as for any public space damage that is caused by a particular group.

## Dining Facilities

The Hillcrest Market Place dining facility is located inside Hillcrest Hall, which is adjacent to Petersen Hall. Hillcrest Market Place is open from lunch on May 17 through lunch on August 6. Hillcrest Market Place is observing COVID-19 health and safety protocols to ensure the well-being of our guests and staff. These health and safety measure may be subject to modification during the summer as the public health guidance changes. All guests are required to follow university safety precautions.

Guests are welcome for any meal and may purchase a guest meal at the dining area entrance. Hillcrest Market Place does not accept cash. Forms of payment accepted are Visa, MasterCard, Discover, American Express, Apple Pay, Google Pay, Samsung Pay, UI Charge, and Hawkeye Dollars. Non-paying guests will not be permitted in the dining rooms. Guest meals are \$8.00 for breakfast, \$11.00 for lunch and brunch, and \$11.00 for dinner. For a daily menu and hours, visit: [dining.uiowa.edu/locations/hillcrest-market-place](https://dining.uiowa.edu/locations/hillcrest-market-place).

### Monday-Friday

Breakfast	7 a.m. – 8:30 a.m.
Lunch	11:30 a.m. – 1 p.m.
Dinner	5 p.m. – 6:30 p.m.

### Saturday-Sunday

Brunch	11:30 a.m. – 1 p.m.
Dinner	5 p.m. – 6:30 p.m.

*No breakfast served on Saturdays and Sundays.*

## Electrical Appliances

All appliances must be in good working order. Extension cords must be UL approved. Appliances that have an exposed heating element, use cooking grease or have an open flame are NOT allowed. Electric grills (i.e. George Foreman), pizza cookers and toaster ovens are NOT allowed. Refrigerators brought in by summer guests may not exceed five cubic feet and 9 amps. Only one refrigerator per room is allowed.

## Entrances

The Petersen Hall main entrance will be open from 7 a.m. to 7 p.m. Main entrance prox cards are issued to guests living in Petersen Hall for after-hours building access. All other entrances will remain locked at all times.

The Hillcrest Hall main entrance will be unlocked for meal times only: 7-8:30 a.m., 11:30 a.m.-1 p.m. and 5-6:30 p.m. Monday through Friday; and 11:30 a.m.-1 p.m. (brunch) and 5-6:30 p.m. on Saturdays and Sundays. Do not prop open outside entrance doors. When locked doors are propped open, hall security is compromised and non-residents are allowed to enter. If you see a locked door that has been propped open, please lock it.

***NOTE: In the event that a residence hall guest is locked out of their building, the Petersen Hall north main entrance has a call box located inside the vestibule. The call box accesses the building's 24-hour desk. Once inside the building, the building staff can assist the guest in and gaining access to their summer room.***

## Furniture

All university furniture provided in individual rooms at check-in must remain in those rooms. University Housing and Dining prohibits altering lofted beds during the summer; lofted beds must remain assembled in the manner in which they were pre-set in the rooms. Please leave mattresses on the beds. Furniture will not be removed from rooms based on occupancy. Lounge and study room furniture may not be removed or transferred to individual rooms.

## Keys

Staff and adult guests will be issued a room key and entrance key/prox card for after-hours building access. Residence hall keys and prox cards must remain in the possession of the summer guest of the room/building at all times. You should keep your door locked at all times and you should not loan your key/prox card to others. If you lose a key/prox card, report it to your building desk as soon as possible. For each lost key or prox card, \$25 will be charged to the master conference bill. Report any thefts to University Police immediately at (319-335-5022). All keys/prox cards must be returned to the building desk when guests check out.

## Laundry Rooms

The Petersen Hall laundry facility is located on the main floor across from the elevators. Washers and dryers are operated by University of Iowa Hawkeye Select cards. Machines are not coin operated. Summer guests may purchase Hawkeye Select cards from a vending machine located in the Hillcrest Hall lobby. The Hillcrest Hall main entrance will be unlocked ONLY during designated dining times. See the previous sections on Dining Facilities or Entrances for those hours. Washers are \$1.50 per wash and \$1.00 per load for dryers. Hawkeye Select cards cost \$1.00 each for the initial purchase. Guests should bring their own high efficiency laundry detergent and fabric softener. Instructions on how to use the laundry facilities are posted in laundry rooms. Laundry machines may be replaced during the summer; information about when that changeover may occur will be communicated to you in advance.

## **Liability and Personal Property**

The university does not carry insurance on the personal property of any resident. Each guest should determine if their personal property is covered by a homeowner's policy; if not, it is recommended that personal property insurance be purchased. We also recommend that participants leave valuables at home. We strongly urge participants not to bring excessive amounts of money or expensive electronics including TVs, video games, cameras, tablets, or laptop computers. Label everything you bring, including clothes and electronics.

## **Mail**

Petersen Hall guests can pick up their mail at the building desk. Outgoing USPS mail may be dropped off at the Petersen Hall desk. Postage is not sold at residence hall desks. Mail should be addressed as follows:

Name  
Camp/Conference Name  
100 Petersen Hall Room # (if known)  
Iowa City, IA 52242

## **Maintenance**

Regular maintenance work and repairs are scheduled during the summer months. Maintenance and custodial personnel may need to enter rooms to repair, replace, or service furnishings. If you have questions about these activities, please contact your residence hall desk.

Maintenance or custodial problems and emergencies for Petersen Hall should be reported to the building desk as soon as possible. General maintenance and custodial problems will be attended to Monday through Friday during working hours (8 a.m. - 4 p.m.). Emergencies will be responded to on a 24-hour basis. After office hours and on weekends, report all maintenance to the Petersen Hall desk at (319-353-4382).

## **Parking**

Parking is available at parking meters. Meters are monitored from 7:30 a.m. through 11 p.m. daily. Campus guests may purchase temporary permits to park in the Hawkeye Storage lot, west of the Hall of Fame building. West side residence halls do not have their own parking facilities. Arrangements for parking may be made by contacting Parking Services in the West Campus Transportation Center, (319-335-1475). If parking procedures are not followed, vehicles may be ticketed or towed.

## **Smoke Detectors**

Intentional activation of any fire detection device will result in disciplinary action. Any problem with a smoke detector should be reported to the building desk. Do not touch/remove or cover the smoke detectors at any time. Do not hang items from sprinkler heads and/or fire equipment.

## **Telephones**

There is no landline telephone service in residence hall student rooms.

## **Vending**

Petersen Hall vending areas are on the main floor near the learning commons and in the elevator lobby. For money lost in vending machines or vending service, guests should call the phone number listed on the machine. Building desks do not issue refunds.

## Wi-Fi Service

Visitors to the University of Iowa campus can enjoy free guest wireless service, without obtaining a university guest ID. Guests can take advantage of this by selecting the “UI-Guest” network when configuring a device for wireless access. [its.uiowa.edu/guestwifi](https://its.uiowa.edu/guestwifi)

# RESIDENCE HALL POLICIES

Living in a residence hall is a community living experience where eligibility is limited and protections are in place for our summer residents. Registered sex offenders are not eligible for UI summer camp and conference housing. Youth under the age of 18 living in the halls are covered by the Minors on Campus Policy. All summer camp and conference community members have rights and responsibilities, but certain behavior is not tolerated on campus or in the residence halls. This applies to any summer resident regarding their own actions as well as the actions of guests. Any resident/counselor/staff who intentionally commits, incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary action (including being sent home/asked to leave the halls) by University Housing and Dining and/or the University of Iowa.

- 1. Trespassing:** Unauthorized occupancy or unauthorized entry into any residence hall facility or room.
- 2. Right of Access:** Disruption or interference with the right of access to residence hall facilities or with any contractual right of any person in the residence halls.
- 3. Hall Sports:** Athletic activities including using rollerblades, roller-skates, or skateboards, and throwing or bouncing Frisbees, or balls of any kind. Activities that cause a disturbance or involve behavior that threatens the rights and safety of other persons and/or university property.
- 4. Undue Harassment:** Intentional conduct directed toward any identifiable person or persons without legitimate purpose which intimidates, annoys, or alarms the person and which significantly disrupts the person’s work, educational performance, on-campus living, or participation in a university activity on or off campus. Repeatedly contacting a person who has previously indicated they do not wish to be contacted may be considered undue harassment.
- 5. Assaultive Behavior:** Any unwelcome physical contact that is intentional or reckless including, but not limited to, striking, slapping, hitting, punching, shoving, or kicking another person. Any such physical contact occurring in the context of domestic assault or dating violence is also prohibited.
- 6. Failure to Comply with University Directive:** A failure to comply with directions of any member of the university staff acting in the performance of that member’s duties, or a failure of the guest to identify themselves to a university staff member when requested to do so.
- 7. Disruption of University Activities:** Disruption or obstruction of disciplinary procedures, emergency services, investigations, disciplinary proceedings or administrative procedures occurring within the residence halls. This rule also prohibits the disruption of any UH&D authorized functions or events, and prohibits protests or demonstrations within the interior of any residence hall.
- 8. Disruption of Safety:** Tampering with sprinkler heads, fire extinguishers, fire hoses, or any fire equipment; the improper activation of a fire alarm (including sounding a false fire alarm); limiting egress from the buildings by tampering with exit signs and doors; false reporting of an emergency or terroristic threat in any form; issuing a threat of a bomb or use of a chemical or biological agent.

9. **Possession or Consumption of Drugs or Alcohol:** Consumption, possession, distribution, or sale of drugs, narcotics, alcoholic beverages, or controlled substances on residence hall property. The possession of empty alcohol containers and drug paraphernalia are also prohibited.
10. **In the Presence of Drugs or Alcohol:** Being present in a residence hall space where consumption, possession, distribution, or sale of drugs, narcotics, alcohol or other controlled substances is occurring is a violation of residence hall policy.
11. **Theft/Vandalism:** Theft or attempted theft; burglary; unlawful possession of stolen property; attempted or actual unauthorized use of a credit card, debit card, student ID card, cell phone, personal identification number, or personal check; willful destruction, damage, defacement or mutilation of property which doesn't belong to the guest; misuse or misappropriation of university property or private property, including the misuse of surveillance cameras.
12. **Use or Possession of Weapons:** Use or possession of weapons are prohibited in the residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in the manner of a real weapon is also prohibited in the residence halls.
13. **Possession of Explosives/Combustibles:** The possession, use or distribution of any type of fireworks, ammunition/gun powder, fuses, or any explosives/combustibles of any kind including the storage of propane tanks.
14. **Use of Fabricated or Falsified Information:** Misrepresentation of identity or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a residence hall or university staff member. Furnishing false information to any university employee is also prohibited.
15. **Misuse of Keys, Meal Cards and Prox Cards:** Unauthorized possession, duplication or misuse of room or building keys/meal cards/prox cards. UH&D keys, meal cards and prox cards must remain in the possession of the resident of the room/building at all times. All residence halls keys and prox cards must be returned when the residents vacate their room.
16. **Loud and Disruptive Behavior:** Loud and disruptive behavior inside or outside of a residence hall room.
17. **Arson/Fire Violations:** Intentional setting of a fire, negligence that results in a fire, or the possession or use of candles, incense (lit or unlit) or any type of open-flame or open filament device.
18. **Criminal Conduct:** Conviction of any federal, state, or local law or ordinance that affects the safety and security of those staying in the residence halls.
19. **Violation of the University's Acceptable Use Policy:** Violation of the University's Acceptable Use Policy (when applicable) found at: [its.uiowa.edu/support/article/4028](https://its.uiowa.edu/support/article/4028).
20. **Violation of University Policy/Procedure:** Violation of any university policy, rule or regulation published in hard copy or available electronically on a university website. Failure to follow emergency procedures is also prohibited. Published university policies include, for example, the Minors on Campus Policy, the Policy on Violence, the University Policy on Human Rights, and the Sexual Misconduct Policy involving students, including Sexual Assault and Sexual Harassment.
21. **Violative Conduct:** Any conduct or action in which the university can demonstrate a clear and distinct interest as an academic institution and which seriously threatens (a) any educational process or other legitimate function of the University or (b) the health or safety of any member of the community, including oneself. Self-destructive behavior that poses an actual risk to the student's safety is one type of conduct that falls within the scope of this rule.

# ADDITIONAL RULES

## Alcohol

The University of Iowa residence halls are substance-free environments. Consumption, possession, distribution or sale of alcoholic beverages is prohibited in all residence halls regardless of age. Any alcohol found in the halls will be destroyed and disciplinary sanctions imposed. Persons found in a room where alcohol is being consumed are subject to disciplinary action whether or not they were drinking. The presence of full or empty alcoholic beverage containers is prohibited, including containers used as decoration.

## Commercial Activities

Commercial activity in the residence halls is prohibited. Food delivery companies may deliver food and non-alcoholic beverage items provided the buyer initiates the order. If you should encounter persons conducting door-to-door sales or solicitation, immediately contact a counselor or the building desk.

## Danger to Self and Others

Residents/counselors/staff are responsible for caring for their personal health, including their physical and mental well-being. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs, the university reserves the right to notify the appropriate emergency contact for the individual.

## Elevators

Passenger elevators located within the residence halls are provided for use by residents/guests/staff of that building. Damage and vandalism of the elevators, use of emergency alarms/stops in situations other than an emergency, unauthorized use of an elevator key and evacuating people from the elevator without trained personnel are all prohibited.

## Eligibility for Summer Housing

Registered sex offenders are not eligible for UI summer camp and conference housing. If the university becomes aware that a guest or live-in staff member is a registered sex offender or has a record of criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community, University Housing and Dining may not accept that request for housing (pre-arrival), or may immediately terminate housing for said individual (after arrival).

## Guests/Visitation

Summer residents are responsible for the behavior of their guests. Guests are not permitted to stay overnight.

## Hover Boards/E-Scooters

Due to fire concerns surrounding hover boards, University Housing and Dining prohibits the possession or use of hover boards in all residence halls, apartments and dining areas. In addition, the university has established a moratorium on all motorized scooter operations on university property, which includes residence halls.

## Pets

Pets are prohibited from entering the residence halls at all times, even on a "visiting" or "temporary" basis. Accommodations can be made for service animals but advance notice and proper documentation is requested.

## **Room/Door Decorations**

Decorations may not obstruct doorways, corridors, stairways or any other means of exit. Lighting fixtures or firefighting equipment including sprinkler piping should not be decorated. Decorations attached to or suspended from the ceiling are prohibited. Candles (lit or unlit) or other open flames are prohibited. Flammable and combustible materials on room doors must be kept to a minimum (no more than 25 percent of door may be covered).

## **Room Switches/Changes**

The camp/conference sponsor and the building desk must approve any room change before it is made. If room changes are allowed, they are oftentimes completed during specified times.

## **Smoking/Tobacco Use**

Smoking is prohibited on the University of Iowa campus, both indoors and outdoors. The use of tobacco, including smokeless tobacco products, legal smoking products and vaporizers (“vapes”) is prohibited in campus buildings including all residence halls. Counselors/live-in staff members over 21 years of age may possess and are allowed to store tobacco and legal smoking products in their rooms but may not use them in the halls. More information on the Tobacco Free Campus policy can be found at: [hr.uiowa.edu/policies/tobacco-free-campus](http://hr.uiowa.edu/policies/tobacco-free-campus).

## **Unauthorized Audio/Video**

Any actual or attempted unauthorized use of electronic or other devices to make an audio or video record of any person without prior knowledge or consent, when such a recording is likely to cause injury or distress to the subject of the recording is prohibited. Unauthorized photographs or video of a person in a locker room, restroom, or bedroom are examples of conduct which violates this rule.

## **Windows and Screens**

Due to the potential danger to lives and property and out of consideration for the rights and privacy of others, the following regulations must be observed by all residents regardless of age:

1. Screens are not to be unhooked or removed from windows for any reason. A fee will be assessed for re-hanging screens, as well as additional fees if the screen is damaged.
2. Residents of a room or building are responsible for any objects ejected from windows, fire escapes, or roofs, and are subject to disciplinary action.
3. Windows are not to be used for entrances or exits, except in the case of life-threatening emergencies.
4. Windows should remain closed and locked during periods of high winds and/or heavy rains.

# **EMERGENCY PROCEDURES**

## **General Emergencies**

If any emergency arises, help may be summoned by dialing 911.

## **Fire**

In the event of a fire in a residence hall, use the nearest pull station and evacuate the building immediately. If you hear the alarm sound, evacuate the building immediately. Do not use the elevators.

**Tornado/Severe Weather**

In the event that a tornado is sighted in or around the Iowa City area, the Severe Weather System whistle will sound a steady three to five minute signal indicating a tornado warning. In addition, a campus outdoor alarm will sound for three minutes. In all residence halls, an indoor message will be aired through the alarm system alerting residents of the warning. The message will play for two to five minutes and will only replay if there is a change to the warning. All residents should immediately relocate to a refuge area, designated as interior corridors on lower levels or basements of all buildings. An "all clear" message will be aired when the tornado warning has expired. Please do not think when the alarms have timed out that the warning has expired. Residents should seek shelter until the all clear has sounded.

**Security**

Please lock your door at all times. Report any thefts to University Police, (319-335-5022).



# IOWA

## University Housing and Dining

4141 Burge Hall, Iowa City, IA 52242

319-335-3000 | [housing.uiowa.edu](http://housing.uiowa.edu) | @uiowa.uhd

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, The University of Iowa, 202 Jessup Hall, Iowa City, IA, 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), [diversity@uiowa.edu](mailto:diversity@uiowa.edu).