

# **Bromley Hall**

*Your Home Away From Home*

## **General Information & Move-In Tips 2018**

***This document contains important information  
To help you plan your trip to Champaign.  
You should read prior to coming to campus.***

***If you have further questions, please contact us at:***

**Bromley Hall**

910 S. Third Street  
Champaign, IL 61820

[www.bromleyhall.com](http://www.bromleyhall.com)

Voice: (217) 384-6100; Facsimile: (630) 839-0586

## **Bromley Hall Staff**

When you arrive, take the time to meet many of the people in Bromley Hall who are here to help make your experience at the University a pleasant one.

There is a Resident Advisor (RA) on your floor and a Resident Director who are more than willing to answer any questions and to help make your transition to campus and Bromley Hall go smoothly.

Travis Hill  
Kendra Bristow  
Colleen Finucane

General Manager  
Business Office Manager  
Resident Director

***This flyer is designed to assist you with planning and packing prior to moving to Champaign. Please take the time to go through it. It includes helpful hints and information to assist you.***

## **Before You Come To Campus**

### **Your Account Must be Current**

To avoid any unnecessary delay for your check-in, it is very important that your account is paid up prior to check-in. Contact our Accounting office at (217) 384-6100 for more information. If your account is not current at check-in, you will be required to go to the accounting office to satisfy your account before proceeding with your check-in. This can be a real delay.

### **Checking Accounts**

Many students establish a checking account at a hometown or a Champaign-Urbana bank to assist with payments for books, room, board, tuition, fees, and for other personal transactions. With proper identification, it is easy to cash your out-of-town check at the Illini Union.

### **Insurance (This is Very Important)**

Before coming to campus, your parents should contact their homeowner's insurance company to be sure their policy covers your personal belongings while you are away at school. **Bromley Hall is not responsible for theft, loss or damage to any resident's personal belongings under any circumstances.**

### **Bicycles**

Bicycle theft can be a problem on all college campuses. Bring an older bike to campus. The University Police recommend you protect your bike with a sturdy locking device (D-shaped lock such as Citadel, Kryptonite, Master) or a cable not less than ½" in

diameter with a lock having 7/16" or larger case and hardened shackle. You will have to register your bike at Bromley Hall on move-in day as well as with Campus Parking; we encourage you to take a photo of your bike, and keep a record of the make, color, and serial number.

### **Cancellations**

If you need to cancel your contract for any reason, contact the Business Office immediately. You may email a cancellation letter to us at [info@bromleyhall.com](mailto:info@bromleyhall.com) or send a facsimile to (630) 839-0586.

### **What You Will Find in Your Room**

All rooms in Bromley Hall have a desk with a drawer, study chair, standard twin size bed with mattress, dresser and closet space. All mattresses are standard twin size. Our rooms also include:

- Blinds in every student room.
- A hard wired smoke carbon monoxide detector and fire suppression sprinkler heads.
- An activated cable TV jack ready to use.
- Student rooms that are freshly painted prior to your move-in. You may NOT paint any wall or surface in your room at ANYTIME! Damages to walls, including repainting will result in residents being charged \$350 to repaint the room.
- A Microfridge Unit (to be shared between all residents in room).
- An Ethernet Connection and hub for each resident to plug into.

If you have any problems with these services, please contact the Business Office.

### **Contact Your Roommate(s)**

As soon as you receive your Room Assignment Notice you should contact your roommate(s) and introduce yourself. Visit with them about your interests, families, and what each of you plan to bring with you to campus. This will avoid duplicate items. We have also set up a Bromley Hall [Class of 2022](#) Facebook Group to help introduce you to other Bromley Hall residents.

### **Prepare and Decide On What to Bring**

Review the helpful checklists below to find out which items you should bring and which you should leave home. We suggest that you pack light for the semester. Do not bring all your clothes for the year; you may want to see how much storage space you have then plan on bringing additional items at another time. Pack everything in small boxes or storage bins; clearly mark each with your name and room number. New students tend to bring FAR TOO MUCH to campus. It is not necessary to bring all your worldly possessions. It is best to pack a number of moderate-sized boxes, which can be handled by one person rather than a few large ones, which require several people to lift. Often times the elevators are too full to accommodate residents trying to move in large boxes and they just have to wait.

### **What to Bring to Campus**

- Alarm Clock
- Driver's License or other form of Photo ID
- Key ring or chain
- Rainwear
- Comfortable walking shoes
- Toiletries, toilet paper, etc.
- Towels, washcloths
- Laundry bag/basket and detergent
- Clothes hangers
- Desk Lamp
- Sewing kit, safety pins, scissors
- Your own FAVORITE pillow
- Baskets/containers (for toiletries storage)
- Ethernet cord
- Two power strips with 15 amp circuit breaker (UL approved)
- Small tacks or straight pins to hang posters.
- Trash can
- Keurig is allowed
- Flashlight
- School Supplies (book bag)

### **What *NOT* to bring to Campus**

- Hotplates, skillets, coffee pots, toasters, toaster ovens, halogen lamps, electric space heaters, air conditioners, similar cooking or high wattage electric appliances—cooking in your room is only permitted in the Microfridge unit provided by Bromley Hall
- Candles/incense (no open flames allowed)
- Pets
- Waterbeds
- **NO POSTER PUTTY/STICKERS** on walls or doors!! Small pins or thumbtacks are ok for hanging posters.
- **NO STICKY TAPE** (tacks or straight pins ONLY)
- Ashtrays (Bromley Hall is a non-smoking residence hall)
- Firearms or weapons of any kind
- Extension cords
- Wireless routers

### **Miscellaneous Other Items to Bring**

- Room decorations/posters/photographs
- Envelopes/stationery/stamps/address book/stapler/paperclips/pens, etc.
- Coffee mug, drinking glass, plastic cups, utensils
- Radio, television (there is a TV lounge on each floor and a big screen TV in the Main lobby and dining room)
- DVD player (with cables)
- Hair Dryer
- Headphones for iPod/stereo/radio (we recommend you bring these instead of speakers so you do not disturb others)
- Swimsuit, exercise clothing/sports equipment
- Crates or stacking containers
- Camera (Cell Phone)
- Overnight bag for weekend trips
- Computer and cables (we have a computer lab available in the lobby)
- Games (cards, board games)
- Microwave safe dishes (each room has a small microwave oven)

## **Move-in Day, August 23, 2018**

- Bromley Hall will officially open for residents on Thursday, August 23, 2018. On that day, Bromley Hall will host a BBQ picnic in the dining hall for all residents and their families.
- The dining room at Bromley Hall will have limited dining hours starting Monday, August 20, 2018 through Wednesday, August 22, 2018. Two of the meals that are served on these days **ARE** included as part of your Early Arrival Fee. Bromley Hall dining room will officially open for residents on Friday, August 24 with Breakfast.
- In order to efficiently check in all residents and reduce crowding and confusion in the lobby, hallways, and elevators, we have established specific arrival times for everyone. Your arrival time will be printed on your Room Assignment Notice. DO NOT arrive before your designated time. The keys to your room will not be available before your check-in time, and you will have to wait.
- **DO NOT BRING U-HAULS, TRAILERS!! THERE IS NO SPACE FOR THESE LARGE VEHICLES IN OUR DROP OFF LANE, AND YOU WILL BE DIRECTED TO REMOTE PARKING LOTS FOR UNLOADING!!!**

## **Early Arrivals**

- Some Bromley residents are allowed to move into their rooms as early as Sunday, August 19, 2018 with prior approval. Residents who arrive in Champaign earlier than Thursday, August 23, 2018 must fill out and return the Early Arrival Application that you will receive with your room assignment. **REMEMBER THAT YOU CANNOT MOVE IN EARLY WITHOUT PRIOR APPROVAL.** There is a fee to move in early and you must send it with the "Early Arrival Application".

## **What To Do Upon Arriving**

- To begin your check-in, residents **MUST** go directly to the check-in station in the main lobby to obtain their Move-in Authorization Card. You will receive further check-in instructions there. One person must stay with their vehicles waiting in line to unload. As soon as possible start unloading in the "gray area" directly behind Bromley Hall (see Move-in Day Map). Each resident is allowed 15 minutes to unload their personal things. There will be Move-In Guides in orange shirts available to assist you in the unloading process. Residents should stay with their belongings while another member of their party moves the vehicle to designated visitors parking areas (see Move-in Day Map). Continue moving your belongings to your room and start unpacking.

## **Trash**

- You should take all trash down to the first floor and to the trash area at the end of the South parking lot behind the building.