

Bromley Hall RESIDENT RULES & REGULATIONS 2024-2025 Academic Year



BOARD (FOOD SERVICES)

A professional catering company, Tice Food Service Corporation, provides Bromley Hall residents some of the finest food on campus. They serve three meals per day Monday through Friday and brunch and dinner on Saturday and Sunday. Dining hall hours are posted on the website.

1. **Board Plans**

Our food service program consists of two board plans from which residents can choose.

All Meals Served: This Plan allows a resident to enter the dining room one time at each meal offered every day the food service is in operation during the academic year. **Two Meals Per Day:** This Plan allows a resident to enter the dining room twice a day (i.e., for breakfast and lunch, lunch and dinner, or breakfast and dinner) every day the food service is in operation.

All Meals are served in the Bromley Hall dining room located on the first floor. There are a variety of choices at every meal, including two/three main entrees, side dishes, soup/salad bar, and desserts. Meals are available beginning on August 18, 2023 with breakfast and every day during the Academic Year on those days when classes are in session and ends on the last day of final examinations each semester. Meals are not provided on days the University is closed.

2. **Changing Board Plans**

Residents can change their board plans up to the first day of classes for each semester. Residents must submit the change request in writing to the Bromley Hall Business Office before the semester begins.

3. **Bromley Hall ID Card**

Your Bromley Hall ID Card is also your Board Access Card. Your ID card must be presented when entering the dining room at all times and to gain access to other Bromley Hall services and facilities. Should you lose or misplace your card, replacement cards cost \$20. Your ID card is required when entering the building after hours.

4. **Transfer of Board Plan to Another Resident Is Not Allowed**

The Board Plan cannot be transferred or assigned to another resident or guest. Only the resident to whom the card is issued may use the Bromley Hall ID card.

5. **Removing Food or Unauthorized Entry into the Dining Room**

Carryout food is limited to one piece of hand fruit (i.e. apple, orange, banana, peach) and one ice cream cone only. Removing additional food or beverages from the dining room will be considered theft. Theft in the dining room is a serious issue that will result in disciplinary action. The Food Service reserves the right to examine residents' backpacks or bags when exiting the dining room.

Each resident will be issued a reusable To-Go food container during move in. If you are unable to eat in the dining hall, this container may be filled and taken with you. You may not eat in and also fill a container to go. Replacement containers cost \$10.

6. **Dining Room Safety**

Wearing shoes or other protective footwear in the dining room is mandatory. Rowdy or unruly conduct is never permitted in the dining room. Your meal card can be suspended indefinitely for such behavior.

7. **Meals During Illness**

If you are ill and unable to consume your meals in the dining room, meal delivery options are available.

8. **Special Diets**

It is not possible to provide specific menus for special diets in the dining room. A resident with special requirements (religious, medical, personal dietary preference, etc.) that cannot be fulfilled by individual selection from the multiple-choice menu offered in the Bromley Hall dining room should not submit a contract to live in Bromley Hall.

9. **Additional Meals**

For those residents who would like to purchase additional meals over and above those provided by their Board Plan for themselves or their guests can purchase them at the front desk.

DECORATIONS/DISPLAYS FOR ROOMS

It is not permitted to hang anything on or above the sprinkler system pipes, etc. Darts and dartboards are not permitted. The use of sticky tack, tape, adhesives, putty, glue, paste, staples, screws, etc. on walls, furniture, doors or other woodwork or glass are not permitted. Residents may use straight pins and/or 3M Command strips to hang posters. No painting or papering of rooms or furniture is permitted. Bromley Hall Management reserves the right to remove any decoration/display deemed inappropriate within plain sight of public view.

Residents may decorate the surface of their room door facing the corridor, provided it is done according to the guidelines that follow. Adhering to these guidelines will prevent doors from unusually harsh wear, eliminate potential fire hazards, and assure free movement/access in the corridor.

1. Decorations may be placed on the door facing the corridor using "sticky tack".
2. No decals or stickers are permitted.
3. All memo boards, pictures, signs, and posters must be unframed.
4. Non-flammable materials should be used.
5. All room/door decorations must be removed prior to the resident being checked out of his/her room.

Damages to the doors as well as any extra cleaning required will be the responsibility of the residents and may result in a charge to the resident's account. Bromley Hall Maintenance Staff will determine the nature and extent of all damages to be charged to residents' accounts.

ELECTRICAL APPLIANCES

The following electrical appliances are authorized for use in your room if the Underwriter's Laboratories, Inc., (UL) label is on the appliance: televisions, stereo component systems, clocks, fans, irons, personal computers and electronic games. The only cooking permitted in your room at Bromley Hall is that which can be done using the Micro fridge (combination microwave/freezer/refrigerator unit) provided by Bromley Hall in each room. Micro Fridge units must be plugged directly into a wall outlet or a surge-protected power strip (see description below).

The following appliances are specifically prohibited: air fryers, griddles, rice cookers, hotplates, toasters, torchiere style (floor standing) halogen lamps and lights, immersion heaters, space heaters, heating coils, ovens, indoor and outdoor grills, personal microwave ovens, and personal refrigerators. **Extension cords without a surge protector and circuit breaker are not permitted by the City of Champaign. If the use of multiple outlets is needed, a grounded 15-amp surge-protected plug-in strip with built-in circuit breaker and visible reset button should be used.**

If unapproved appliances are observed in a room, you will be asked to remove them from the building. In case of delayed compliance, Bromley Hall reserves the right to have the items removed and discarded without notice.

FITNESS CENTER

Bromley Hall has a private fitness center and swimming pool available for residents' use between 6:00 AM and 10:00 PM. Residents use their Bromley Hall ID key fob to access to the swimming pool and center to use the equipment and facilities therein with the expressed understanding that in the event of an emergency no assistance may be available. Furthermore, residents accept full responsibility for the use of the swimming pool and fitness center and all equipment, apparatus, free weights and any other related fitness center equipment or services whatsoever owned and provided by Bromley Hall and agree to hold its owners, directors, officers, representatives and agents harmless from any and all loss, injury, damage, or liability sustained, or incurred by the resident resulting there from. Parental consent is required for residents under the age of 18 to use the fitness center. Residents and parents hereby acknowledge and consent to Bromley Hall's use of video recording system to record residents' actions in many public areas in Bromley Hall, including the fitness center. Residents who refuse to abide by the rules and regulations established for the fitness center are not permitted to use the fitness center without first agreeing to them.

Due to noise and the potential for damage to floors, weightlifting equipment is not permitted in the residents' rooms at Bromley Hall.

For activities such as baseball, football, soccer, golf, tennis, volleyball, basketball, catch, etc., please use designated areas on campus for these purposes. For the safety of others, do not use the sidewalks, alleyways, or walkways at Bromley Hall for these activities.

FURNITURE AND FURNISHINGS

Bromley Hall provides residents with a regular twin size bed, mattress, desk and desk chair, dresser and window treatments for their room. Do not remove furniture or furnishings from your room.

HOUSEKEEPING SERVICES

Bromley Hall Housekeeping Staff will clean the public areas on your floor and your room and bathroom regularly. The housekeepers will set up schedules for cleaning residents' rooms after move-in and clean your room and bathroom every other week. Housekeepers do not pick up or move residents' personal items while cleaning; therefore, residents are expected to maintain their room in an orderly and sanitary condition.

Residents are requested to take their own trash to the trash area, located just across from the "28" room on their floor. Our Custodial Staff will pick up trash from these area on a regular basis.

Day-to-day housekeeping is each resident's responsibility. Depending upon how Housekeeping Staff and others are affected by the persistence of disorderly and unsanitary conditions in your room, Bromley Hall reserves the right to cancel your housekeeping service for your room.

MARIJUANA (See *ALCOHOL & MARIJUANA POLICY*)

MUSICAL INSTRUMENTS

You are permitted to play musical instruments in your room as long as it does not disturb other residents. There is also a small music room located in the basement that residents can use for practice.

PARKING

A limited number of parking spaces are available to be leased by our residents. A lottery to determine who can use a space is conducted the first week of classes. All automobile, scooter and motorcycle parking spaces in the Bromley Hall lot are rented and reserved 24 hours a day. Illegally and improperly parked vehicles will be towed away at the owner's expense without any notice. Do not make the mistake of parking in a space for just a few minutes. Illegally parked vehicles will be towed as soon as they are discovered.

PETS

For sanitation and safety purposes, animals and/or laboratory specimens may not be kept in Bromley Hall for any period of time.

"QUIET HOURS" POLICY

To support the academic mission of our residents, Bromley Hall has a strict policy regarding noise and quiet hours. It is important that residents understand that Bromley Hall must be a place conducive to studying and sleeping. The Resident Advisor on each floor will hold a floor meeting at the beginning of the Academic Year at which time the residents vote on the designated times for studying. These times are called "quiet hours." During quiet hours, no noise in any room should be audible outside the room. Quiet hours are to be enforced by the residents with assistance from Residence Life Staff members in problem situations. Always be considerate of others and comply with any request to be quiet. Not following the "Quiet Hours" policy can result in disciplinary action.

REPAIRS AND MAINTENANCE

If you have maintenance needs, problems, or questions regarding your room you should submit a maintenance request form online by going to the **My-Bromley** page of the Bromley Hall website and selecting the [Maintenance Request](#) option. You will then log into your Bromley Hall account via the resident portal. Please complete all requested information on the Maintenance Request Form.

If you have requested a repair to an item in your room, you can expect this repair to be completed between the hours of 9:00 AM and 4:00 PM, Monday through Friday. Maintenance personnel may enter your room as needed to perform preventative maintenance, needed repairs identified during a room inspection, or an emergency repair.

ROOM CHANGES

All room changes must be approved by Bromley Management before the resident changes rooms. Such approval must be in the form of a Room & Board Agreement Amendment. It is the resident's responsibility to go to the Business Office and sign a Room & Board Agreement Amendment to change the resident's room accommodations.

1. Emergency Room Change

An emergency room change will be arranged only when all other options to resolve differences between roommates have been thoroughly explored. You must discuss your need for a change in room with your Resident Advisor and possibly the Resident Director. If our staff member determines that an emergency exists, the Business Office will be contacted to see if there is space available. Bromley Hall specifically reserves the option to change a resident's room assignment if such change appears to be necessary or appropriate for the welfare, comfort or convenience of the other residents of Bromley Hall. Note that roommate concerns and potential room changes will be handled directly with the resident(s)/student(s) residing in the room (parents are not included in this process).

Bromley Hall will immediately evict any resident who is identified as tampering with the safety systems and will pay a \$350 cash reward to anyone who can positively identify the person(s) tampering with them.

5. **Food Deliveries**

If you have pizza, subs, or other food delivered to Bromley Hall, be aware that you MUST be in the lobby to meet the vendor. The delivery person will not be given access to your floor or your room.

6. **Resident Responsibility for Safety & Security**

All residents are responsible for helping ensure that adequate security is maintained in Bromley Hall. Refrain from behavior that compromises the building and room security, such as leaving room doors unlocked or propping open building doors.

Bromley Hall is not responsible for loss or damage to resident's personal property; therefore, all residents should carry personal property insurance on your belongings or purchase renter's insurance.

Parents should have their homeowner's insurance policy (coverage) extended to protect residents' belongings while they are away from home at school. The insurance should be extended to cover both theft and damage to personal belongings.

7. **Security Tips**

- a. Do not allow strangers to enter Bromley Hall with you.
- b. Notify the Main Desk immediately if someone has insisted upon entering Bromley Hall with you. Try to get a good description of the offender and observe the direction in which he/she goes.
- c. Keep your room locked at all times, even when you are not sleeping, and especially when you are gone.
- d. For your own protection report a lost key immediately.
- e. After daily business hours, meet your guests/visitors at the lobby door.
- f. Do not lend your ID card or room key to others.
- g. Immediately report a lost or stolen ID card.

8. **Suspicious Activities Should Be Reported**

Suspicious activities include: Persons going from room to room trying door knobs; persons loitering at unusual hours and locations; persons running (especially if something of value is being carried); persons exhibiting unusual mental, emotional, or physical symptoms; persons carrying Bromley Hall property; open or broken doors or windows; and unusual noises or screams.

Some people fail to report suspicious activities because they are not aware of what seemingly innocent activities might be suspicious. Others may notice a suspicious activity and may be hesitant to call for fear of seeming over-reactive or embarrassed. Still others take it for granted that someone else has called. Call immediately about any suspicious activity. Do not worry about bothering staff on duty because that is why they are here. Do not be concerned about being embarrassed if your suspicions prove unfounded. Think instead about what could happen if you do not act.

It is critical that you remember your role in maintaining a safe and secure environment. No matter how many security measures we employ or how sophisticated a mechanical system we install, the safety and security of the residents can be compromised by careless resident behavior. Please think about this the next time you are tempted to prop a door open, let someone into the building that you do not know, or not lock your room door.

9. **Smoke Detectors**

All rooms in Bromley Hall are equipped with a hard-wired smoke detector. The detectors are for all residents' safety. Do not tamper with them. If the detector starts beeping for any reason, fill out a Maintenance Request Form [online](#) or at the Front Desk immediately.

SERVICES AND FACILITIES IN BROMLEY HALL

1. **Computing Center**

Bromley Hall provides a Computer Center with desktop computers and laser printers for the exclusive use of our residents. You must supply your own paper for your printing needs. The Computing Center is open 24 hours a day.

The computers in the lab are directly connected to the Internet and primary network services and network applications on the University network. The policies associated with the lab build upon the same acceptable use policies which residents are bound to in their rooms. The policy for acceptable use is posted in the lab. By using the lab computers, you acknowledge your responsibility to act in accordance with the

SMOKE FREE ENVIRONMENT

Bromley Hall does not permit smoking anywhere within the confines of the building. This policy covers all types of cigarette, cigar, e-cig, vapes, marijuana, or pipe smoking. This is to provide each resident with the best possible living environment while residing in Bromley Hall.

SOLICITATIONS ARE PROHIBITED IN BROMLEY HALL

1. Definitions:
 - a. "Bromley Hall" is a privately owned building which contains rooms assigned to students for sleeping, dressing, studying, and socializing, and which also contains common facilities and areas used by all residents, including common means of entering and exiting, common lavatories, common study lounges, common storage areas, and areas used in common for organized educational and social functions.
 - b. A "solicitation" is an attempt to sell products or services in Bromley Hall.
2. Except as hereinafter provided, no person (including a resident), firm, business entity, charitable organization, religious organization, or other organization may solicit money or sell or solicit the sale of any product or service anywhere in Bromley Hall.
3. A resident of Bromley Hall may invite a person, firm, business entity, charitable organization, religious organization or other organization to their assigned room to solicit money or to sell, or to solicit the sale of lawful products or services with that resident only. Such solicitation or sale must occur only in the assigned room of the resident-inviter. The solicitation of money for the sale or the solicitation of a sale of products or services to any other residents is prohibited anywhere in Bromley Hall.
4. Nothing in these regulations shall be deemed to approve any solicitation or sale by mail, e-mail, telephone, or other communication media to residents.

VIOLATIONS

If you and/or your invited guests engage in any behavior that violates the Terms and Conditions of the Bromley Hall Room and Board Agreement and/or the Bromley Hall Rules and Regulations for Residents, you will be required to work with the Residence Life Staff, Bromley Management and/or University of Illinois Office for Student Conduct Resolution to resolve the matter. Outcomes could include, but are not limited to, educational interventions, contract review, change of room assignment, contract cancellation, and/or disciplinary and legal action.

WINDOWS IN YOUR ROOM

To protect window treatments and sills and to conserve energy, windows should be closed when residents are not in their room.

Residents may not string antennas out of the windows, store food and/or beverages near the window or hang clothes, laundry, etc. out the window.

Residents may not throw anything out of their windows. The smallest item can become a dangerous projectile and cause injury to people and damage to property on the ground. Bromley Hall will pay cash reward to anyone who will positively identify people throwing things out of windows. Residents identified as throwing things out of their windows are subject to severe disciplinary and/or criminal action and may be evicted from Bromley Hall.

Residents may decorate the window(s) in their rooms only in accordance with the following guidelines:

1. Decorations may only be on the inside window surfaces.
2. Decorations must be removable (not permanent).
3. Decorations, which are offensive or inappropriate as determined solely by Bromley Hall, must be modified and/or removed if deemed necessary by Bromley Hall.
4. All decorations must be temporarily removed at the request of the Housekeeping Staff for regularly scheduled window cleaning.