

**IF YOU NEED ASSISTANCE,
PLEASE CALL THE CAMPS & CONFERENCES
DUTY PHONE.**



**HOUSING &
RESIDENCE LIFE**

Helpful Tips

Make sure you have your key and swipe card before you leave your room.

Lock your door when you leave.

Make sure you take trash to the designated trash area to avoid extra charges.

If you need assistance or have any questions, please contact the staff by calling the appropriate duty phone number.

In the event of an emergency, call the University Police Department at 501-450-3111 or 911 .

Duty Phone Numbers

AREA 1

Arkansas Hall, Bear Hall, Hughes Hall,
State Hall

501-358-1924

AREA 2

Bernard Hall, Carmichael Hall, & Conway Hall

501-358-2596

AREA 3

Donaghey Hall & The Oaks Apartment

501-412-5219

Bernard Hall Suite 201
Conway, AR 72035
501-450-3132



UNIVERSITY OF
CENTRAL
ARKANSAS

HOUSING &
RESIDENCE LIFE

**WELCOME TO THE
University of
Central Arkansas**



CAMPS & CONFERENCES

**RULES
&
REGULATIONS**

Rules & Regulations

The following guidelines and regulations are established to help protect the rights of all residents and to promote a positive and safe living environment.

Alcohol & Drugs: The possession or use of illegal drugs or alcohol is prohibited in or around the residence hall area/apartment complex.

Behavior: Appropriate behavior and consideration of the rights of others is expected. Every week, several groups on campus may be housed within the same residence hall/apartment complex. Musical instruments may be played only in designated areas. Excessive noise from parties, stereos, radios, musical instruments, or sound amplification equipment; rowdy behavior, water fights, running or throwing balls, frisbees or other items inside the residence halls; throwing items from windows or roofs or other loud or disruptive behavior is not allowed.

Cooking Food in the Room: "UL" approved, grounded coffee pots, and air popcorn poppers with self-contained coils are permitted in guest rooms. The use of any cooking device other than previously mentioned is prohibited (HALLS ONLY).

Explosives/Fireworks/Weapons: Fireworks, chemicals, gasoline, or other explosives and any weapons which could inflict bodily harm or result in disturbances of the peace are prohibited anywhere on campus.

Fire/Safety Equipment: Proper care and upkeep of fire/safety equipment is important in the residence halls. Fire equipment includes: breaker boxes, all smoke alarms and heat detectors, side or back doors, fire exits, extinguisher, and exit signs. Tampering with fire/safety equipment is a violation of federal, state and university regulations.

Facility Problems: If there are problems with your room, such as the air conditioning, lighting, etc., report it to the Housing Conference staff as soon as possible.

Furniture: Common areas are furnished with tables, chairs, and couches for comfort and enjoyment. Televisions are also provided in selected areas. Furniture or equipment owned by the University may not be moved to any other room at any time.

Keys: Guest security can only be assured through your own actions. Room keys are the responsibility of each individual guest. Guests are encouraged to keep their doors locked at all times. Unless a group determines otherwise, lost key charges are the responsibility of the individual. Lost keys should be reported to the Housing Conference staff as soon as possible. Replacement of lost keys will be charged to the camp. Lost keys in suite-style halls and apartment complexes are **\$125**. Lost keys in all other halls are **\$55**. There is a **\$10** charge for lost or non-returned access cards.

Personal Property: The University is not responsible for lost, stolen, or damaged personal property of a guest either in the residence hall room/apartment or anywhere on campus. Guests are urged to keep their room locked at all times and to carry insurance on valuable items.

Pets: Pets are prohibited in the residence halls and apartments (this does not apply to service animals).

Pranks: Pranks are considered a serious offense to community living and are taken seriously. Individual or group activities that result in disturbances, distress to others, or that cause damage or destruction to property are prohibited. The cost to repair damage due to pranks will be charged to the individuals involved or the conference group as a whole if individuals are unknown.

Rooms: Use of tape, nails, tacks, hooks, silly string, shoe polish, etc. on furniture, walls, floors, ceilings, mirrors, windows, dry erase boards, or doors is not permitted. Mattresses are not to be removed from the beds or moved to other rooms.

Severe Weather: During severe weather events such as tornado warnings, guests in the HALLS are advised to seek shelter in community bathrooms or inner hallways on the lowest level of the building. APARTMENT guests are advised to seek shelter on campus at any of the following locations: Burdick Hall Basement, Lewis Science Center Basement, Main Hall Basement, and Student Center Basement.

Signs/Posters: Signs, posters, and other materials may be posted only in designated areas with prior approval of the appropriate conference staff. All conference signs must be removed (taken down and discarded) before the group checks out of the building.

Smoking: UCA is a SMOKE FREE campus.

Trash: Rooms should be cleaned prior to check out. Every guest is provided with a trash bag. Trash is taken to the labeled dumpster area outside of each building. Rooms that are not clean upon checkout may be charged a minimum cleaning fee of **\$20** per item left in the room.

Windows & Screens: Windows and screens may not be used to display advertisements, posters, or hang clothing. Window screens may not be removed. Removal and replacement of screen is dangerous and will result in a reinstallation/replacement charge. Windows should remain closed at all times to ensure the building is cooled properly.