Welcome to UT Arlington!

Arlington Hall
600 Spaniolo Drive
Arlington, TX 76010
Office: 817.272.7951
Office: 817.272.7952
On-Call: 817.690.9360

Brazos House
601 S. West Street
Arlington, TX 76010
Office: 817.272.6583
On-Call: 817.690.9372

Kalpana Chawla (KC) Hall
901 S. Oak Street
Arlington, TX 76010
Office: 817.272.9577
On-Call: 817.690.9383

Lipscomb Hall (North and South)
807 Spaniolo Drive
Arlington, TX 76010
Office: 817.272.6825
On-Call: 817.690.9309

Trinity House
800 Greek Row
Arlington, TX 76013
Office: 817.272.6953
On-Call: 817.690.9416

Vandergriff Hall
587 Spaniolo Drive
Arlington, TX 76010
Office: 817.272.6600
On-Call: 817.690.9314

HEALTH AND EMERGENCIES
POLICE NON-EMERGENCY: 817.272.3381
POLICE EMERGENCY: 817.272.3003
If you are calling from a campus phone, dial only the last 5 digits (ex. 23003).

STAFF
Conference Services Staff: Each residence hall is staffed with Conference Assistants (CAs) and Office Assistants (OAs) which are student staff members. The student staff members are available at the hall office during posted hours. CAs are also on-call in the evenings and make regular rounds throughout the building. On-call and office numbers are listed on the top of this form. In addition to student staff members, there is one full time Residence Hall Director on-call and will be contacted by the student staff for any incidents needing their attention.

Counselors: All participants under the age of 18, must be accompanied by a counselor from the conference at all times, this includes “free time.” All summer conference programs with any participants 17 and under are expected to have a minimum of 1:20 counselor to participant ratio.

Counselors must: be 18 or older, pass a criminal background check, complete Senate Bill 1414 training and be an employee of the camp. For overnight groups, these counselors must stay overnight with the participants. Counselors are expected to be with the participants at all times.

Failure to Comply with a University Official: All guests are required to comply with a request made by a University Official including residence hall staff, in the course of his/her duties. Any efforts to mislead, deceive, and/or hinder a staff member in the performance of his/her duties will be seen as failure to comply.

Hall Office: Residence hall office is staffed by Summer Conference employees for your convenience. Office hours are posted outside of the office. Services provided by the office staff include: distribution of toilet paper and trash can liners. 24 Hour assistance and lock
SAFETY AND SECURITY

Locking Your Room/Suite: For your safety and the security of your belongings, room/suite doors should be locked at all times.

If you are locked out of your room, contact the hall office or CA on-call when the office is closed.

Police/Guards: The campus is patrolled day and night by University Police in cars, on bicycles and on foot. Officers and Guards frequently visit the residence halls and an evening Guard does rounds in each hall every night at various times from 9p.m.-6a.m.

Safety: Though we do our best to provide a save living environment, safety is a personal responsibility as well. Inside your room: always lock your doors and windows, use the peephole prior to opening your door, never give your key to another individual, know evacuation routes, report facility concerns to the hall office.

Outside your room: Be aware of your surroundings and any suspicious persons or activities. Avoid walking alone at night. Report any suspicious activity.

Security: Each hall is equipped with a 24 hour card access system, exterior doors and some hallway doors will remain locked 24 hours a day. Access cards will be issued by Conference Services to each guest. Depending on the hall, guests may also be issued a room key. Room/Suite doors should be locked at all times. Keys/Access cards are to be in the possession of and/or only used by the guest to whom they were issued. University keys may not be duplicated or altered. Lost guest keys/access cards should be reported to the residence hall office and a new key will be issued. Guests under the age of 18 will need to have a counselor with them to get a replacement key/access card or temporary key/access card. There will be a charge for lost or unreturned room keys and/or access cards.

Interfering with the security system is prohibited. Violations include but are not limited to: tampering with locks in guest rooms and other areas, propping open exterior/suite/room doors, jamming a door open to prevent it from opening or closing, prying doors open or shut, taping open locks on doors, altering or duplicating University keys, allowing non-conference guests or staff into the residence hall, tampering with security cameras.

Under certain circumstances it may become necessary for authorized University personnel or their agents to enter a guest’s room for maintenance or other purposes. All attempts will be made to give advance notice to the guest, if possible. We cannot guarantee that the staff assigned to enter the suite/room is the same gender as guests assigned to the specific floors/suite/room, however staff will knock and announce before entering.

Wristbands: Guests are required to wear a UT Arlington issued wristband for their duration of time on campus. Participants wear blue, conference staff wear orange and UT Arlington Conference Services staff wear green.

MAINTENANCE AND PEST CONTROL

Maintenance: Report any maintenance needs to the staff at the residence hall office. Repairs will be done as soon as possible. There is a 24 hour emergency maintenance on-call professional to assist with emergencies. We cannot guarantee that the staff assigned to complete
maintenance in the residence hall or specific rooms is the same gender as guests assigned to the specific floors/suite/room, however staff will knock and announce before entering.

**Pests:** Residence halls are exterminated on a regular basis; however, if you are having problems please contact the Hall Office.

**Bed Bugs:** Bed bugs have resurfaced in the United States in recent years and travel from place-to-place in suitcases, bedding and other transient items. Bed bugs have not been proven to transmit disease, but they are an irritant which may cause a local reaction. Bed bugs usually bite people at night while they are sleeping. Some people develop an itchy welt or localized swelling, while others have little or no reaction. If you think you have bedbugs contact the Hall Office or on call Conference CA immediately. Make sure to provide your suite and room number. Our staff will contact Facilities Management and provide you with further instructions.

**BEFORE YOU CHECK OUT**

**Damages:** Please make sure the furniture in your room is arranged properly. Any decorations have been removed and any residue from the decorations has been cleaned. After your check-out your room will be assessed by the Conference Services staff for any damages. The camp/conference is responsible for collecting any monetary compensation for the damages.

**Keys/Access Cards/Key Chains:** Your camp/conference director should have shared with you time and place to check out from the residence hall. Keys, access cards and key chain holders you were assigned at check-in must be returned prior to your departure from campus, those not returned will be assessed a monetary fee.

**Linens:** All conferences who have arranged for linens will have the following: fitted sheet, flat sheet, blanket, pillow and pillow case, towel, washcloth and soap. At the time of check out linens should be brought to the front office and placed in the appropriate bins.

**Personal Belongings:** Make sure all of your personal belongings have been removed from your room/suite before turning in your keys/access card/key chain at check-out. Items left behind will be gathered by UT Arlington staff and the belongings will be returned to the campconference director.

**Trash:** Small liners are provided for your trash can and additional ones are located at the hall office. Please bring your trash to any of the dumpsters located outside of the residence hall.* Do not place your trash in the hallways or in the common area trash bins located within the hall. *Vandergriff Hall trash can be delivered to the designated rooms on each floor.

**AMENITIES**

**Air Conditioning:** Air conditioning is provided in all residence hall rooms. Removing or tampering with air conditioners is not permitted. Any problems with air conditioners or their seal in the window should be reported to the residence hall office.

**Appliances/Cooking/Kitchens:** Appliances with open coils, exposed heating elements or cooking appliances are prohibited in the residence halls including: scents wax warmers, toasters, toaster ovens, electric grills or skillets, deep fryers, crock pots, hotplates or hotpots, rice cookers, halogen lamps, lava lamps, neon signs, heaters or air conditioners, extension cords, outlet expanders and candle warmers. Gas and charcoal cooking is not permitted inside. Electrical appliances such as hair dryers, stereos, etc. should be used safely. Do not have more than one heavy appliance operating at one
time. Residence halls have small kitchens for guests’ use. All kitchens are equipped with a sink, refrigerator, oven/stove and microwave. All hall offices have a limited number of cooking equipment and utensils available for checkout (as long as the equipment waiver has been signed by the conference director). Items stored in the kitchen are at your own risk. The kitchen or specific appliance used should be cleaned after each use.

**Bathrooms:** Bathrooms are designated as single gender facilities. The conference director may approve exceptions (ex. husband and wife in the same room/suite).

**Cable TV:** Each guest room is wired for cable; televisions and coaxial cable are not provided. Televisions are provided in some common area spaces.

**Common Area Space:** Common area space includes both indoor and outdoor locations adjacent to the residence hall. Common area space is for all guests to use, the conference director may reserve the space through the Conference Services Office. Common area space should not be used for the storage of personal items or sleeping. Furniture in common areas may not be removed by guests unless approved by the Conference Services Office. Common area space should be clean and organized after use.

**Computer Labs:** Computer labs are not available to summer conference guests.

**Elevators:** Tampering with elevators is not permitted. This includes, but is not limited to: tampering with the control panels/card access, forcing elevator doors open or preventing them from closing, engaging in behavior which damages the proper functioning of the elevators, including dumping liquids in an elevator. In the event of an elevator malfunction when you are in it, push the call button and wait for assistance. Elevators should not be used to evacuate during a fire.

**Furniture/Equipment:** Furniture/equipment may not be removed from the guest rooms or common area space. All arrangement of furniture should be returned to its original configuration prior to the guest’s departure. Furniture must be placed in a manner that allows the room/suite door to open without obstruction. Beds may not be bunked or lofted. Furniture should not be stacked.

**Grills:** Cooking grills are located outside of each residence hall are available for conference guests to use. Grilling supplies are the responsibility of the conference. Grills should not be left unattended. Grills must be off/completely extinguished and cleaned after each use.

**Housekeeping:** Guests are responsible for cleaning any common area space after use as well as rooms and suites. Custodial issues can be reported to the Hall Office during posted hours, emergencies after hours should be reported to the CA on-call. Housekeeping will do regular cleaning of building common areas but bedrooms and suite areas will only be cleaned before and after a guests leaves.

**Internet:** Internet access may be requested for counselors. Access will not be given to participants 17 years and younger.

**Laundry:** Laundry rooms are located in the residence halls and machines are available at no cost.

**Linens:** All conferences who have arranged for linens will have the following: fitted sheet, flat sheet, blanket, pillow and pillow case, towel, washcloth and soap. At the time of check out linens should be brought to the front office and placed in the appropriate bins.
Mail/Packages: The residence halls are not equipped to handle day to day mail or personal packages.

Parking: Parking permits are required for all vehicles parked on campus. Parking permits are available at the hall office. The permit is $2.00 per vehicle and will last for the duration of your stay. Fees for parking permits will not be collected at the hall office rather they will be added to the final invoice for the conference. If your group will be bringing large school buses or other large vehicles they must be parked in lot 26 by Maverick Stadium. All other lots are not approved for bus parking and they could receive a ticket. Each hall has designated lots for summer guests to park in. Parking maps are available at each Hall Office.

Telephones: Telephones are not provided in residence hall rooms

Toilet Paper: Toilet paper is provide in your room and also available at the hall office. It should not be misused including any type of prank.

Trash: Small liners are provided for your trash can and additional ones are located at the hall office. Please bring your trash to any of the dumpsters located outside of the residence hall. Vandergriff has interior waste receptacles located in the following rooms: 2034, 2085, 3034, 3085, 4044 and 4085. Do not place your trash in the hallways or in the common area trash bins located within the hall.

Vending/Ice Machines: There are vending machines located in each hall. Ice machines are also available at no charge. Ice machines are located in all of the residence halls and may be used by conference guests. If large quantities of ice are needed, please do not use the UT Arlington ice machines. emptying a machine repeatedly will cause it to malfunction.

RULES AND REGULATIONS

Alcohol: Conference guests are NOT allowed to consume, possess or sell alcohol on campus including the residence halls, even if the guest is of age.

Bicycles, Rollerblades, Skateboards, and Scooters: Wheeled equipment may not be ridden in or on residence hall property. Bicycles are not allowed in the residence halls and must be parked and secured in bicycle racks.

Conduct: All guests must comply with all laws of the United States and the State of Texas, all ordinances of Tarrant County and the City of Arlington and rules and regulations of The University of Texas at Arlington.

Copyright Infringement: The unlicensed and/or unauthorized use, copying, distribution, sale, public performance, and/or sharing of copyrighted materials are prohibited. A performance is considered public if it is in a public space or if it is in any place where “a substantial number of persons outside of a normal circle of a family and its acquaintances” are gathered. This includes but not limited to the viewing of copyrighted movies in public areas of the residence halls and/or for large groups of people in individual living areas. Video games are permitted to be played on televisions in residence hall common space.

Decorations: Decorations should not be hung in the common area space of the residence hall. Room decorations should be confined to the inside of a guest’s room. Decorations on the outside of the door other than a name decoration for each guest are prohibited. Maximum size for each name decoration should be 8 ½ by 11. Room decorations should not create a fire or health hazard or damage the room and must be removed prior to check-out. No more than 10% of any room/suite wall area should be covered. Guests will be charged for
any damage that occurs from nails, screws, tape, tacks or stickers to the walls, furniture or fixtures or failure to remove decorations from the room or door. Prohibited items include: permanently affixing any item to any surface in the room, displaying in or attaching them to the windows, hanging or attaching items to the ceilings, sprinklers or other fire safety device.

Drugs: The use, manufacture, possession, sale or distribution of any compound, preparation or mixture which contains one or more of the substances defined and regulated by the Controlled Substances Act, Article 4476-15, Vernon’s Texas Civil Statutes, are prohibited from the entire campus. Smoking legal herbs, any variation or substance that is similar in effects or smell of an illegal drug or the use/possession of drug paraphernalia is prohibited in all residence halls and the property surrounding or considered part of the residence halls.

Fighting: Fighting, verbal or physical, or threats of violence against another person is prohibited on campus. Guests who find themselves in a situation that they do not believe they can handle should remove themselves from the situation, contact the residence hall office or on-call staff member, and/or the UT Arlington Police.

Harassment: Harassment in any form is not tolerated on UT Arlington’s campus. If a guest feels like they are either a victim of any type of harassment or has been a witness to any form of harassment, he/she should contact the residence hall office or on-call staff member or the UT Arlington Police.

Minimum Age: All guests must meet the minimum age of eight (8) on the start date of the conference in order to stay in the residence hall.

Noise/Quiet Hours: To be respectful of conference staff and other conferences in the building, quiet hours will be from 9 p.m. until 9 a.m. Please keep noise down to a low level during these times, especially around the rooms, as people may be trying to sleep. All times outside of quiet hours are courtesy hours when you should be considerate of your neighbors in regard to noise. Due to the widespread impact, yelling and/or playing music out of windows is prohibited. Guests are not allowed to practice band instruments or practice cheer routines, in near or around UT Arlington residence halls and encouraged to reserve a designated space on campus.

Occupancy: The maximum occupancy is one guest per bedspace, additional guests in a room and/or suite is not permitted. Conference guests cannot have overnight guests.

Personal Property: UT Arlington assumes no responsibility for any personal belongings and is not responsible for lost, stolen or damaged items. Rooms should be secured/locked throughout your stay and checked thoroughly before departure. Personal property should not be left unattended in public areas.

Pets: Service animals are permitted in our facilities if documentation is provided showing that the animal is necessary. A detailed description of the type of services the animal will provide should be included. Service animals must be supervised at all times. Arrangements should be made with the Conference Services Office prior to arrival. All other animals/pets are prohibited.

Pranks: Pranks of any kind are prohibited.

Smoking/Tobacco: UT Arlington is a tobacco free campus, including the residence halls.

Solicitation: UT Arlington prohibits door-to-door solicitation in the residence halls and includes anyone selling or distributing products, passing out fliers, and/or taking surveys.
Sports: Sporting activities are not to be conducted in any area of the residence hall. Examples include but are not limited to: running, bouncing and/or kicking balls and/or hacky sacks, throwing objects or use of rollerblades, scooters, bicycles, and/or skateboards. UT Arlington provides several gaming options in the residence hall common space, equipment can be checked out from the hall office but must be approved by the conference director.

Theft and Lost Property: Theft of personal and/or public property is against the law. Please report this immediately to the UT Arlington police department at 817.272.3381 and then to the Hall Office. There is a lost and found located at the Hall Office. The campus lost and found is located at the UT Arlington Police Department 22904 from a campus phone or 817.272.2904 from any other phone. UT Arlington is not responsible for lost or stolen property.

Vandalism: Damaging, defacing and/or destroying University property or property belonging to another guest is not allowed. Damages caused by conference guests will be the responsibility of the conference. The Conference Services Office will charge for repairs, including but not limited to all supplies and labor. Please notify University Police and complete an incident report at the residence hall desk if you witness vandalism.

Weapons: Weapons that are prohibited on campus include, but are not limited to, explosive weapons, firearms, handguns, knives with a blade over five inches long (including knives used to prepare food), swords, brass knuckles, machine guns, switch blades, short-barrel firearms, play or look-alike guns of any kind, live, spent or look-alive explosives, grenades or ammunition, paintball guns, pellet or BB guns, decorative firearms (working or non-working) and certain chemical dispensing devices (excluding self-defense canisters sold in stores). Individuals may not display or portray as real any object that resembles a dangerous weapon. An offense under this section constitutes a third-degree felony.

Windows & Screens: Throwing, dropping or passing objects/liquids out of windows is prohibited. Climbing in or out of a window is prohibited, unless it is an emergency. Window screens must be kept on the windows, in their proper location, at all times. Nothing may be displayed in or attached to the windows in the residence hall including but not limited to flags, signs, stickers, foil, decals, and window paint.

FIRE

Appliances/Cooking/Kitchens: Appliances with open coils, exposed heating elements or cooking appliances are prohibited in the residence halls including: scents wax warmers, toasters, toaster ovens, electric grills or skillets, deep fryers, crock pots, hotplates or hotpots, rice cookers, halogen lamps, lava lamps, neon signs, heaters or air conditioners, extension cords, outlet expanders and candle warmers. Gas and charcoal cooking is not permitted inside. Electrical appliances such as hair dryers, stereos etc. should be used safely. Do not have more than one heavy appliance operating at one time. Residence halls have small kitchens for guests’ use. All kitchens are equipped with a sink, refrigerator, oven/stove and microwave. All hall offices have a limited number of cooking equipment and utensils available for checkout (as long as the equipment waiver has been signed by the conference director). Items stored in the kitchen are at your own risk. The kitchen or specific appliance used should be cleaned after each use.

Fire and Life Safety Equipment: Tampering with fire and life safety equipment such as AED devices, fire alarms, fire extinguishers, pull stations, horns, strobes, notification devices, sprinkler systems, control valves, fire exit doors, exit signs, smoke detectors, audio/visual aid devices, wheel chair ramps/lifts, door closures
and locks, etc. is prohibited. Violators may be prosecuted to the full extent of the law.

Fire Evacuation: Each room or suite door has an evacuation map; make sure to review your location on the map and find the available exits. If an alarm sounds, all occupants should immediately evacuate the building using the stairs and proceed as far away from the building as possible for your safety and to allow those responding to the alarms access to the building. Do not re-enter the building unless directed by the UT Arlington Police or appropriate UT Arlington staff member. If you have anyone that needs assistance in the event of an evacuation, appropriate plans should be discussed and made so the emergency response team can appropriately assist them. It is suggested that youth programs have a designated meeting place outside the building in the event of a fire alarm to be able to account for all program participants.

Fire Safety: The following are prohibited in or adjacent to the residence halls: charcoal, candles, incense, open flames, firecrackers/fireworks, all flammable/combustible liquids, explosives, smoking, evidence of smoking, iron/curling iron left unattended, improper use of an emergency exit, failure to exit during a fire alarm, attachments near or on a sprinkler heads or water pipes, items suspended from the ceiling, light strings hung in windows and or doors and blocking access to a door/window. It is prohibited to cause a fire or through intention or negligence, to cause a fire alarm through negligence or fail to evacuate during a fire alarm.

WEATHER

Lightning: Everyone should be removed from an outdoor facility when lightening is approximately 10 miles away and should only resume when the storm has moved through and the closest lightening is beyond the 10 mile radius. As a minimum the National Severe Storms Laboratory (NSSL) strongly recommends that by the time the flash-to-bang count reaches 30 seconds, all individuals should have left the outdoor facility and reached a safe structure or location. Individuals not able to reach a safe structure should find a thick grove of small trees surrounded by taller trees or a ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Do not lie flat. Stay away from the tallest objects, individual trees, standing pools of water and open areas.

Tornado Watch is an alert that tornadoes are expected and implies that thunderstorm activity, usually severe, is expected also.

Tornado Warning is when a tornado has been sighted or is indicated by radar. When a Tornado Warning is issued, persons in the path of the storm should take the following immediate safety precautions. An outdoor siren will sound to alert those who are outside. You may also hear an announcement over the hall’s PA system. Move quickly to interior hallways, basements, or other designated areas. (Stay away from windows). Safe areas are designated in each residence hall by red signs with the image of a tornado. Protect yourself by lying face down with your knees drawn up under you and your hands and pillow covering the back of your head. After the danger has passed, listen to the staff for further instructions.