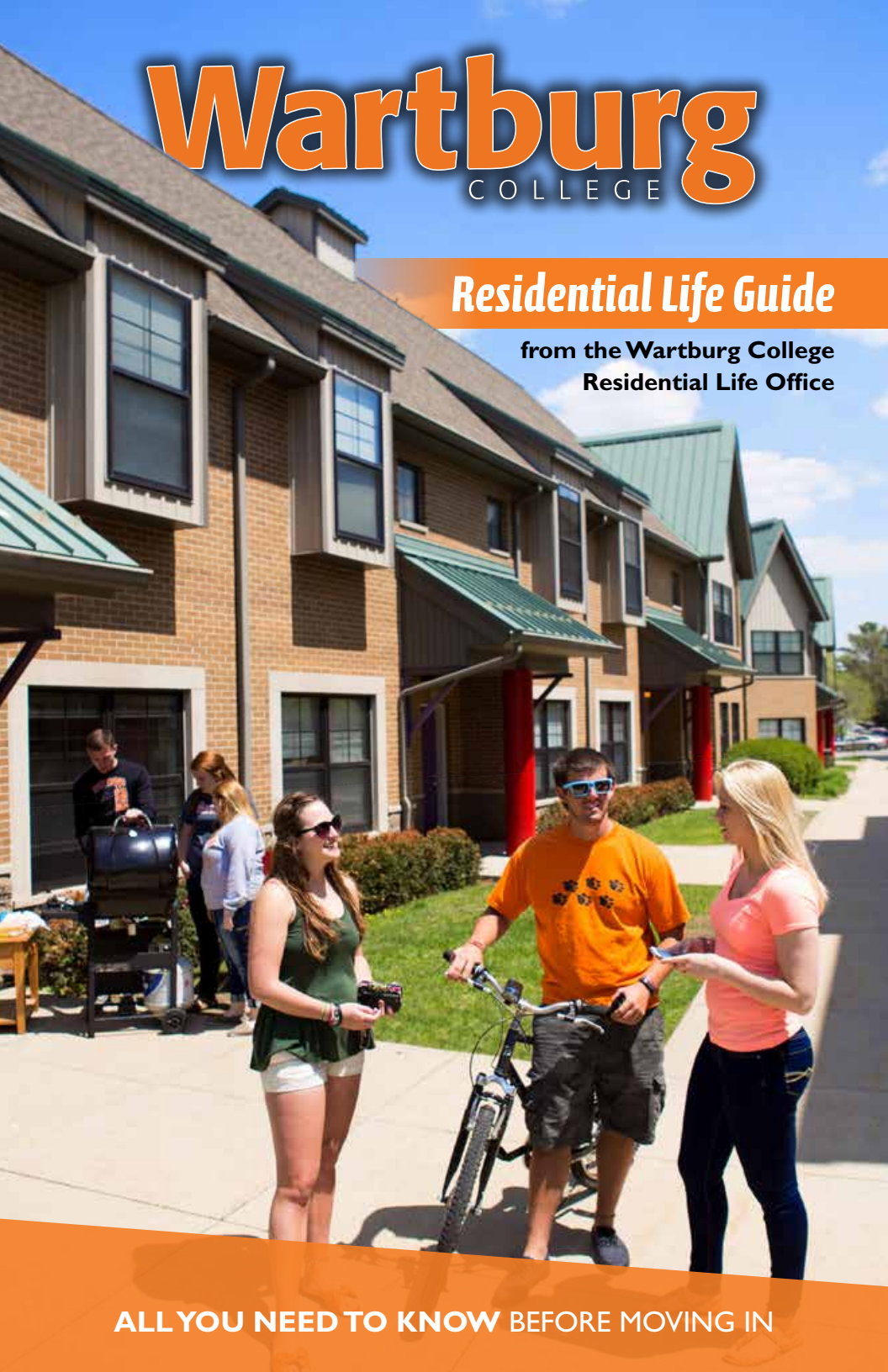


# Wartburg

COLLEGE

## *Residential Life Guide*

from the Wartburg College  
Residential Life Office



**ALL YOU NEED TO KNOW BEFORE MOVING IN**

Welcome to residential life at Wartburg College, your home away from home. Please read through the following materials, adapted from the Wartburg Student Handbook, to familiarize yourself with the policies and procedures in place to make your experience here safe, secure, and comfortable.

The full handbook, available at [www.wartburg.edu/residential-life](http://www.wartburg.edu/residential-life), provides information about campus services, personnel, policies, and procedures. A list of first-year FAQs is available on the Residential Life website, [www.wartburg.edu/residential-life](http://www.wartburg.edu/residential-life). If the Residential Life Office can be of further assistance prior to your arrival this fall, please contact us at 319-352-8260. We look forward to seeing you soon!

## Who's Here to Help

Resident Assistants (RAs) are upperclass students trained in supporting you in the Wartburg community.

Area Coordinators (ACs) are full-time, live-in professional staff who supervise the RAs and lend additional support.

## Check-In

When arriving on campus, please start at the move-in tent. An RA will greet you and explain the forms to be completed. Wartburg student leaders will assist in transporting your belongings from your vehicle to your room. To minimize congestion and delays, we ask that you arrive on campus on the appropriate day and time and park only in designated areas. Once your vehicle is unloaded, please move it to a parking lot to make the unloading space available.



# Services

## FACILITIES

Each residence hall provides study lounges, recreation areas with cable TV and vending machines, and laundry rooms. Use of washers and dryers is free.

## MAINTENANCE

During move-in, please report any maintenance problem in your room to a staff member so that it can be addressed as soon as possible. Routine repair needs are reported online. With maintenance emergencies, call security and they will contact maintenance directly.

## ROOM FURNISHINGS

The college supplies a bed, dresser, desk, and chair for each student, as well as blinds and a closet in each room. In addition, Founders, Löhe, Grossmann, the Manors, Knights Village, and The Residence are furnished with carpet. Access to campus computing services and cable television is available from each student room. **The college's furnishings must remain in the assigned room at all times!** RAs check rooms periodically to make sure all college-issued furniture has remained in the room. The college does not allow the use of furniture in any way other than its original design and intent. If alterations are made, the college will not take responsibility for the student's safety.

Wartburg contracts with Mediacom for digital TV. Students who do not have an HDTV can check out a converter box from their hall's office.

Window screens are not to be removed or tampered with. Students who damage or remove their window screen will be assessed a minimum charge of \$25. Windows may not be utilized to enter or leave the building nor may materials be thrown or transported from the window.

## RESIDENCE HALL OFFICES

Residence hall offices are utilized by the ACs during the day. Each evening the RAs hold duty hours. During this time, the following services are available:

Directory information is available by calling:

- Centennial Complex Office – 8459, serving Centennial, Vollmer, Hebron, and Knights
- Clinton Hall Office – 8451, serving Clinton, Founder, and Manors
- Grossmann Hall Office – 8577, serving Grossmann, Löhe, and The Residence

Equipment—Each office has equipment and recreational items like vacuums and games.

## **STORAGE**

Storage of personal belongings is not available in the residence halls.

## **TELEPHONES**

Emergency phones are located in hallways and/or main lobbies of each residence hall.

## **VENDING MACHINES**

Each residence hall's recreation room is equipped with vending machines. Selections vary.

# Policies and Procedures

## **APPLIANCES**

The capacity of the electrical system in the residence halls is limited, and overloading can present fire and safety hazards. Use of "octopi" (multiple-head plugs) can overload the circuits and cause fire. The use of light extension cords should be kept to a minimum. We highly recommend purchasing a UL-approved multiple outlet that contains its own fuse. Extension cords may not run under carpets, between furniture, or hang from ceilings.

Radios, stereos, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition. Irons and coffee pots are permitted. Halogen lamps are discouraged. The following are prohibited in residence halls:

- Open-element appliances, i.e. hot plates, broilers, space heaters, immersion heaters, ovens, toasters, and kerosene heaters
- Power tools
- Sun lamps
- Outside antennae or satellite dishes
- Air conditioners

A microwave oven not to exceed 1.5-cubic-foot capacity or more than 750 watts is permitted. Microwaves must be plugged either directly into the wall outlet or into a UL-approved three-prong grounded extension cord containing its own fuse.

Refrigerators and freezers are governed by the following guidelines:

- The refrigerator must not exceed 5 cubic feet or 1.5 amps.
- Reasonable standards of sanitation and safety must be followed.
- Refrigerators must be plugged directly into the wall outlet or into a UL- approved, three-prong grounded extension cord containing its own fuse.
- The refrigerator should be kept in open view and not placed in a closet or other enclosure that restricts adequate ventilation.

It is critical to exercise precautionary measures when using appliances. Tampering with electrical systems (dimmer switches, ceiling fixtures, wiring, etc.) is prohibited for the safety of all residents and general upkeep of the building.

Wartburg is an energy-conscious campus, and Energy Star appliances are appreciated.

## BREAK HOUSING

The residence halls close and generally are not available for occupancy during breaks. Students may request permission from the Residential Life Office to stay during Christmas Break, Winter Break, and Tour Week. Room rates do not cover these break periods. Students who are approved for break housing will be assessed a daily charge. Only students who meet the following criteria will be allowed to stay, at no charge over these breaks: (1) the student lives more than 500 miles from campus; (2) the student is required to stay for academic reasons; (3) the student is required to stay for a campus activity. Halls remain open during Fall Break and Thanksgiving Break, but the doors are locked at all times.

## DAMAGES

During check-in you will be asked to complete a Room Condition Report. This report will be checked against the condition of your room when you move out, and you will be responsible for any damage not cited on the form. **Residents are responsible for any damages, lost property, or unnecessary service costs caused to the residence halls through accident, neglect, or intent.** When more than one resident occupies the same room and the college cannot ascertain responsibility for damage or loss in the room, the cost of damage or loss will be divided and assessed equally among the residents of the room.



In the case of loss or damage to a common area of the building, defined as those areas not assigned to an individual, the cost of repair and/or replacement may be assessed to each resident on a prorated basis. Residence hall staff will inventory the condition of the common areas of each building prior to occupancy of the building in the Fall Term.

In the event the responsible individual(s) is not found, it is appropriate for the residents to pay such damages, because the floor or house as a community is responsible for the common areas adjacent to the rooms. It would not be fair or appropriate to charge future residents increased room rates because of these damages.

Furnishings or equipment may not be moved from public areas for any reason.

## **KEYS**

Residents are responsible for their room key(s). Keys may not be given to other individuals. Students should contact their RA immediately when keys are lost. Lost keys will result in a lock change and a \$35 charge.

Students who are locked out of their room should contact their RA or the RA on duty to be let into the room. Security will let students in when RAs are not on duty.

## **LOFTS**

A loft is defined as an elevated sleeping area constructed of wood or steel that is securely fastened together into a single unit. Lofts may be constructed only in Hebron, Vollmer, Centennial, and the Manors. Lofts must conform to the following guidelines:

- Lofts must be freestanding and not attached to the wall, ceiling, or floor.
- The top of your mattress must be at least 30 inches from the ceiling.
- Lofts must be placed against a windowless wall and not constructed across an exit.
- Existing bedsprings and mattresses must be incorporated into the loft design.
- Lofts must be constructed using nuts and bolts or screws rather than nails.
- Ladders are encouraged so that a student can safely get in and out of the loft. College furniture should not be used as a "step stool" nor as a support for loft construction.
- Decorative coverings or tapestries may not be suspended from the loft or bunk.
- Lofts must be completely dismantled and removed from the halls at the end of the academic year. Storage space is not provided for lofts.
- Original bed frames must stay in the room and must be reassembled prior to checkout.
- Students are responsible for any damage caused by the loft.
- All college furniture must remain in your room for the entire academic year.

The college will not take responsibility for the student's safety while the loft is in the room. Removal and/or damage charges will be assessed to those who do not follow the stated requirements.

## **NOISE**

Courtesy Hours are in effect at all times, and residents are expected to be aware that their actions and behavior affect other community residents. At no time should there be shouting, loud talking, loud music, loud TV, etc., that would be disruptive to residents. Electric guitars and other musical instruments may not be played in residence hall rooms. Under no circumstances may speakers be placed so that music is played out windows.

Quiet Hours are in effect Sunday through Thursday, 11 p.m. to 8 a.m., and Friday and Saturday, 1 a.m. to 8 a.m. Individual floors/houses may extend Quiet Hours if they so desire. During finals, Quiet Hours are in effect around the clock.

## **PAINTING**

Students are not allowed to paint their rooms or any common areas of a residence hall.

## **PETS**

For reasons of health and sanitation, pets/animals of any type, except fish, are not permitted in any areas of the residence halls. Fish tank capacity may not exceed 30 gallons per room.



## **ROOM DECORATING**

The Residential Life Office, while encouraging individual expression through room decorations, does have concern for student safety and also is concerned about damage to college property. Accordingly, the following guidelines should be noted before decorating:

- Residents should not hang items (plants, sheets, netting, etc.) from their ceiling
- Wood paneling is not permitted.
- Double-sided carpet tape and duct tape are prohibited.
- Nails, screws, and hooks are not to be put into woodwork, walls, or ceilings.
- Decals, bumper stickers, and contact paper may not be affixed to college property.
- It is recommended that removable adhesive devices be used to hang posters and pictures.
- Dartboards and darts are not permitted in the residence halls.
- With questions on appropriate decorations, contact your AC before decorating.

## **SMOKING**

In accordance with the Iowa Smokefree Air Act, smoking is not permitted anywhere on the campus grounds, including student rooms.

## **THEFT AND LOSSES**

The college assumes no responsibility for theft, damages, or loss of money, valuables, or personal property. We strongly encourage students to check with their family concerning the extent of coverage under their homeowners/renters insurance policy.

The best safeguard against theft is always keeping your door locked. Report all losses to a residence life staff member, who will assist you in contacting Campus Security and the Waverly Police Department. For purposes of insurance claims, it is recommended that an incident report be filed with Campus Security and the Police Department.

## **VISITATION**

Visitation hours in the residence halls are 9 a.m. to 2 a.m. Members of the opposite sex may be on a floor and in student rooms only during these hours. Main lounges in the residence halls are not subject to these hours. Floors/houses may choose to restrict hours further.

Welcome to Wartburg!



**Wartburg College Residential Life**

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