

# Resident Handbook

*Dear Resident,  
We welcome you to the  
University of Illinois and  
Illini Tower. We thank you  
for choosing to stay with us.  
We hope to provide you with  
the best campus living  
experience. Our goal is create  
a “home away from home.”*



*Please take a few moments to  
read through this handbook as  
it contains useful and  
important information that  
will better acquaint you with  
Illini Tower and our  
guidelines and policies.*

*We ask that you read the  
entire handbook.*

*On behalf of the entire Illini  
Tower staff, welcome to our  
home and your new “home  
away from home.” We wish  
you a successful and  
prosperous year!*

*Michael Burton,  
Resident Director*

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# Staff Listing

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## Management Staff

<i>General Manager</i>	<i>Lisa Hale-Meindl</i>
<i>Assistant Director</i>	<i>TBA</i>
<i>Leasing /Marketing Director</i>	<i>Rebecca Powers</i>
<i>Account Manager</i>	<i>Sue McNeese</i>
<i>Receptionist</i>	<i>Jill Evans</i>
<i>Director of Engineering</i>	<i>Bill Walker</i>
<i>Food Service Director</i>	<i>Larry McDermed</i>
<i>Resident Director</i>	<i>Michael Burton</i>



## Resident Assistants

<i>Ashley Bryan</i>	<i>Jennifer Sullivan</i>
<i>Firas Rafati</i>	<i>Francesca Valentin</i>
<i>Iulia Filip</i>	<i>Colin Hu</i>
<i>Jack Washington</i>	<i>Justin Poole</i>
<i>Moe Haswah</i>	<i>Meg Hartman</i>
<i>Shanza Baig</i>	<i>Erik Babcock</i>
<i>Jake Shulkin</i>	<i>Rachel Keeney</i>
<i>Lizette Leanos</i>	

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## Community Rules

**The following policies are enforced at Illini Tower, as well as any additional policies listed in the lease.**

1. No solicitation of any kind without the prior consent of the management.
2. You may not use your room, apartment or any of the common areas for commercial use.
3. You may not erect any exterior wires, aerials, signs, flags, etc.
4. No pets of any kind, from reptiles to fish to mammals. The first violation is \$100.
5. You may not remove, move, or borrow any common area furniture. We intend to keep any furniture lying around, thus, make no assumptions about furniture or fixtures being discarded. Removal of any furniture will result in a fine.
6. Fire and safety devices should only be used in cases of emergencies. Any other use is subject to penalty by the city and the state. Additionally, improper use of fire and safety could result in eviction from Student Housing and the building.
7. You should not hang any clothing or devices from the fire equipment in your room.
8. All renters should obtain renter's insurance. Illini Tower is not responsible for theft, flooding, leaks, fires, etc.
9. Anyone throwing things out of windows will be fined and could be subject to eviction. The minimum fine for throwing things out of the windows is \$75.00.
10. Space heaters, large microwaves, and other large appliances are not permitted.



## Community Rules

**The following policies are enforced at Illini Tower, as well as any additional policies listed in the lease.**

11. You may not have anyone occupy your apartment without prior consent of the management.
12. No bikes in the building at any time. Additionally, no skateboarding or rollerblading in building at any time.
13. No sport or recreational activities in the lounges or hallways.
14. Smoking is not permitted in any part of the building. People must leave the building to smoke. State of Illinois dictates that there is no smoking within 15 feet of any entrance to a public building. Illini Tower is considered a public building in this instance.
15. Possession or consumption of alcohol must follow state, university, and building laws and policies. Regarding I.T. policies, only residents who are 21 and who are in their rooms can be in possession of alcohol. However, that possession is limited to one six pack of any mixed beverage or beer and one bottle (1.75 liter) of any brand alcohol. Thus, possession of alcohol is specific to the room and resident. Only residents, NOT GUESTS, are allowed to possess alcoholic beverages, for purposes of this policy.
16. No drinking of alcoholic beverages in any common area.
17. The use or possession of illegal drugs is strictly prohibited.
18. No weapons of any kind are allowed: no guns, swords, throwing stars, or knives over two inches long – decorative or otherwise.
19. Employees of Illini Tower are allowed to enter your premises for emergencies, maintenance, tours, or the purpose of enforcing Illini Tower policy. (Entry into apartment units is governed by Champaign City laws and the University's policies.)

# Illini Tower Procedures



## **EMERGENCY:**

If you find yourself in an emergency, please call 911. Then, call the front desk, 278-8000.

## **FIRE:**

If the fire alarm sounds, exit through the nearest stairwell, which will be located at the end of the hall. Do not use the elevators. Failure to evacuate is against the law, and you could be subjected to a city fine.

## **TORNADO:**

If tornado conditions exist, please close and lock all windows. Then, stay away from the windows. You should either go to the basement or the lounge area on your floor. We will attempt to notify you of tornado conditions, but please pay attention to the news either by T.V. or radio.

## **PERSONAL SAFETY:**

You should keep your room locked at all times. Illini Tower is not responsible for any loss or damage to property. We suggest that you obtain personal property insurance for all of your property, for any condition.

## **PIAZZA FRESCA:**

Shoes and shirts must be worn at all times.

When you finish eating, please take your tray to the dish return area. Place all silverware in the bin and all paper products in the trash.

You are not allowed to take any food out of the dining room, unless it is carried out in an official I.T. mug. You can take a piece of fruit with you at any time. No other containers can be filled in the dining room. Any infraction can result in a fine.

When admitting friends and visitors into the dining room, the cardholder must be present with their own card.

You must have your meal card with you to enter the dining area. If you have lost your card, you can obtain a replacement from the dining office for \$15.00.

If you cannot make it to a meal, you can request a sick or late plate. You must submit a request from the Food Service Desk.

Operating times will be posted on the front door of the Piazza Fresca at all times.

# Illini Tower Procedures



## HOUSEKEEPING

The Housekeeping Department at Illini Tower is responsible for the light cleaning of each apartment (weekly) and regular cleaning of common areas. Housekeeping will vacuum the living room floor and mop the kitchen and bathroom floors. Additionally, I.T. housekeepers will wipe down kitchen and bathroom countertops. We do encourage the residents in each apartment unit to divide a list of chores among themselves.

Housekeeping can only clean around personal items. Thus, one great way to help the housekeeping staff is to pick up all personal belongings on the day that your room is supposed to be cleaned.

Housekeeping is weekly and there should be a schedule posted near your RA's door.

## MAINTENANCE

The Illini Tower Maintenance Department is responsible for the upkeep and repair of the building and grounds. Maintenance is here if problems arise and are reported. To report a needed repair, come to the front desk and fill out a Maintenance Request Form. You can also fill out a maintenance request on line through our website at [www.illinitower.net](http://www.illinitower.net)

Maintenance Staff is here Monday through Friday, 7:30 a.m. to 4:00 p.m., and are available for emergencies.

Requests will be acted upon as soon as possible, on a case by case basis. Your cooperation is appreciated and suggestions are always welcome!