



2026-2027 Resident Handbook

Notice Regarding This Handbook

This handbook is published by the Department of Housing & Residence Life at Northeastern Illinois University for the 2026–2027 academic year. It is intended to inform residents of The Nest of the policies, procedures, standards, and resources that govern housing and residence life and living on campus.

This handbook does not constitute a contract between Northeastern Illinois University, the Department of Housing & Residence Life, and any resident. The University and the Department reserve the right to amend, add to, or delete from the policies contained herein at any time, with or without prior notice, as circumstances require. Where a conflict exists between this handbook and the Nest Lease Agreement, the terms of the Lease Agreement govern. The most current version of this handbook supersedes all prior versions and will be made available to residents through the eRezLife Resident Portal and NEIU Website.

Questions regarding any policy contained in this handbook should be directed to the Department of Housing & Residence Life.

Northeastern Illinois University: Mission, Vision, and Values

Mission Statement

Northeastern Illinois University, as a public comprehensive university with locations throughout Chicago, provides an exceptional environment for learning, teaching, and scholarship. We prepare a diverse community of students for leadership and service in our region and in a dynamic multicultural world.

Vision Statement

Northeastern Illinois University will be a leader among metropolitan universities, known for its dedication to its urban mission, for the quality of its programs, for the success of its graduates, and for the diversity of its learning environment.

Statement of Values

Northeastern Illinois University is committed to a set of shared values that, taken collectively, guides our actions and interactions as we work together to prepare graduates for the responsible exercise of civic participation. We, the NEIU community, believe it is critical for our democracy to create a space in which the commitment to these values results in a thriving educational community that transforms the lives of all. As we take stock of the present and look to the future, these values serve as the touchstone for planning how we will best achieve the educational mission entrusted to us.

- **Integrity:** NEIU is accountable to those we serve and to those from whom we receive support. We are committed to honesty, respect, and transparency in our words and in our actions. In that regard, we work to be good stewards of the resources we are entrusted to use. This includes human, physical, fiscal, and environmental resources.
- **Excellence:** In our pursuit of and commitment to excellence, we value the highest quality of learning and teaching, scholarship, and service. We value opportunities and experiences that support personal and professional development for all members of our community. In all that we say and do, we are committed to the process and products of excellence.
- **Access to Opportunity:** NEIU values access to opportunity; we value a welcoming environment that provides appropriate support as well as encourages mutual responsibility for and commitment to learning.
- **Diversity:** NEIU values the inclusion of a broad spectrum of students, staff, and faculty in the life of the University. We celebrate and foster global perspectives. We encourage the open and respectful expression of ideas and differences in thoughts, experiences, and opinions.
- **Community:** NEIU strives to provide an environment that is supportive, nurturing, and participatory. Such an environment is characterized by civility, fostering humanity and engagement, and creates a sense of community through inclusion, mutual respect, and empowerment. NEIU values our metropolitan setting as a laboratory for learning, and we foster partnerships for learning, research, and service throughout this dynamic region to promote the public good.

- Empowerment Through Learning: NEIU is dedicated to creating a culture that provides life-long learning opportunities for all members of the University community. We are especially committed to transforming students' lives by engaging them in an educational experience that empowers them to graduate with the skills and knowledge to effectively participate and lead in personal, professional and civic realms.

Department of Housing and Residence Life Mission, Vision, and Strategic Priorities

Mission Statement

The Department of Housing & Residence Life at Northeastern Illinois University cultivates residential environments where students are supported, challenged, and inspired to succeed. We center care, accountability, and respect for human differences as we create communities that promote belonging, academic focus, and personal responsibility. Through research-informed practices, coordinated support systems, and high-impact learning opportunities, we strengthen student retention and empower residents to grow into engaged, confident, and community-minded leaders.

Vision Statement

Housing & Residence Life strives to model an equity-driven approach to residential education that uplifts every student and advances their academic, personal, and professional goals. We aspire to create living environments where high-impact practices, cultural humility, and shared accountability work together to increase retention, deepen learning, and ensure that students are not only supported, but empowered to persist, graduate, and contribute meaningfully to a diverse and evolving world.

Strategic Priorities

Housing is more than a place to live. Housing is a student success strategy. Grounded in research, equity, and continuous improvement, Housing & Residence Life uses the residential experience to strengthen belonging, persistence, leadership development, and institutional sustainability at Northeastern Illinois University.

- Residential Student Success & Retention
- Operational Excellence and Financial Sustainability
- Equity Centered Community & Belonging
- Leadership Development & Staff Excellence
- Safety, Wellness, & Residential Care Infrastructure

A Welcome from the Director

On behalf of the Department of Housing and Residence Life, I am thrilled to welcome you home to Northeastern Illinois University.

Whether this is your first year living on campus or you are returning to our community, thank you for choosing The Nest. We know that where you live shapes your college experience in meaningful ways. It is where friendships begin, late-night conversations happen, challenges are overcome, milestones are celebrated, and memories are made. Our hope is that your experience here becomes one of the most meaningful parts of your time at NEIU.

At The Nest, we believe that residential living is an extension of the classroom. It is a place where you will learn about yourself and others, develop independence, discover your strengths, and build connections across our diverse community. Every resident contributes to the culture of this community, and together we create an environment where everyone has the opportunity to feel welcomed, respected, and valued.

Our team is committed to providing more than housing. We are committed to providing an experience. Every decision we make is guided by our commitment to student success, belonging, safety, well-being, and personal growth. From your Resident Assistants and Desk Assistants to our professional staff, facilities partners, and campus collaborators, there is an entire team invested in helping you succeed both inside and outside the classroom.

This handbook is designed to help you make the most of your residential experience. It outlines community expectations, important policies, available resources, and the responsibilities we all share as members of The Nest community. While we encourage you to become familiar with its contents, we also encourage you to ask questions whenever you need clarification. Our staff is always here to help.

As you begin this year, I encourage you to say hello to your neighbors, attend community events, get involved on campus, challenge yourself to try something new, and take advantage of the many resources available to you. Some of your greatest opportunities for growth will happen outside of your comfort zone, and often just outside your door.

Most importantly, remember that you belong here. Your experiences, perspectives, and contributions make our community stronger. We are grateful you have chosen to make The Nest your home, and we are excited to be with you throughout your journey at Northeastern Illinois University.

Welcome home. We are excited to have you here and experience all that you will accomplish this year.

With warm regards,

Dr. Brandon Johnson

Director of Housing and Residence Life

Front Desk, Mail & Package Handling, and On-Call Support

Nest Main Office Hours

The Nest Main Office is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The office is closed on weekends, University holidays, and designated closings. Office hours are subject to change.

The Main Office is located on the first floor of The Nest.

Nest Front Desk

The front desk is located on the 1st floor lobby of the property. The front desk offers limited services: guest check-in, equipment checkout, emergency assistance, mail/package retrieval, and general FAQs. The Front Desk is staffed by our Desk Assistant team from 9:00 a.m.- 8:00 p.m Monday-Friday and 12:00pm-4:00pm on Saturday and Sunday.

Nest Front Desk: (773) 442-4663

Guardian Security

To support the safety and security of The NEST community, Guardian Security provides after-hours and weekend security coverage when the NEST Front Desk is closed. Guardian Security officers work in partnership with Housing and Residence Life and University Police to help maintain a safe and secure residential environment.

Guardian Security will monitor building access, conduct rounds throughout the property, respond to safety and security concerns, and verify residents and guests entering the building. Residents should be prepared to present their NEIU ID when requested.

All guests must be accompanied by their resident host while in The NEST and will be asked to present a valid, unexpired photo ID for verification. Residents are responsible for their guests and must follow all NEST guest and visitation policies.

Guardian Security will be identifiable by their official Guardian Security uniform. For emergencies requiring police, fire, or medical assistance, residents should call 911 and/or contact NEIU Police as appropriate.

RA On-Call

The RA On-Call is staffed by trained Resident Assistants on a rotating basis and serves as the first point of contact for after-hours concerns that do not rise to the level of a life-safety emergency, including noise complaints, lockouts, and general resident questions.

Professional Staff On-Call

In addition to the RA On-Call, a member of the professional Housing & Residence Life staff serves in an on-call capacity to support Resident Assistants in responding to concerns, including significant policy violations, safety concerns, and events requiring escalation beyond the scope of student staff.

Northeastern Illinois University Policy Department (NEIUPD)

NEIUPD provides law enforcement services in and around campus, including crime prevention, community relations programming, and escort services.

NEIU Police Department & Escort Service: (773) 442-4100

Chicago Police, Fire, and Ambulance: 911

Mail and Package Handling

Residents receive a mailbox key for standard U.S. Mail delivery. Packages delivered by carriers such as UPS, FedEx, Amazon, or other vendors are received at the Front Desk and logged upon arrival. Residents are notified by their NEIU email when a package is available for pickup at the Front Desk during staffed hours.

How to Address Mail and Packages

[Resident's Full Name]
3659 W. Bryn Mawr Ave.
[Unit #]
Chicago, IL 60659

Residents should include their assigned unit number on every piece of mail and every package order to avoid delays. Residents must present their NEIU Student ID to retrieve a package; packages may only be released to the resident to whom they are addressed.

Packages not retrieved within fourteen (14) days of notification may be returned to sender or otherwise disposed of at the Department's discretion. The Department of Housing and Residence Life is not responsible for delayed, lost, or misdirected mail or packages, including those affected by inaccurate address information provided by the resident.

RA On-Call

The RA On-Call is staffed by trained Resident Assistants on a rotating basis and serves as the first point of contact for after-hours concerns that do not rise to the level of a life-safety emergency, including noise complaints, lockouts, and general resident questions. Residents can find the current RA On-Call contact information posted on each floor.

Professional Staff On-Call

A member of the professional Housing & Residence Life staff also serves in an on-call capacity to support RAs in responding to concerns that go beyond the scope of student staff, including significant policy violations, safety concerns, and situations requiring escalation. Residents do not contact Professional Staff On-Call directly; the RA On-Call or Front Desk will escalate a concern to Professional Staff On-Call when needed.

Quick Reference: Who to Contact

Contact	Reach Them For	How to Reach
Front Desk	Guest check-in, equipment checkout, mail/package pickup, general questions, during staffed hours	(773) 442-4663
RA On-Call	After-hours concerns that aren't life-safety emergencies: noise, lockouts, general questions	Posted on each floor and in the eRezLife portal
Professional Staff On-Call	Escalations beyond what an RA can resolve: significant policy violations, safety concerns	Contacted by RA On-Call or Front Desk on the resident's behalf
NEIUPD	Any life-safety emergency, crime, or escort request	(773) 442-4100
911	Fire, medical emergency, or immediate danger	911

DEFINITIONS

Where used in this handbook, the following terms carry the meaning below.

Business Day. A day the University is open, excluding Saturdays, Sundays, and University holidays or closures.

Resident. A student assigned to, and holding a valid Lease Agreement for, a unit at The Nest.

Guest. An individual present in a unit or common area at the invitation of a resident. This term encompasses both Visitors and Overnight Guests as used throughout this handbook.

Host. The resident responsible for a guest's presence and conduct, regardless of who completed the sign-in. This includes any resident the guest has come to visit, or any resident present at the time of a violation.

Common Area. Any space within The Nest not assigned exclusively to an individual unit, including lounges, study rooms, laundry rooms, hallways, and the Community Center.

Unit. An individual apartment within The Nest, which may be shared by more than one resident.

The Nest Community Living Standards

Violation of any Community Living Standards may result in referral to the Office of Student Conduct and the Dean of Students Office. Violations causing loss or damage to property may require restitution from the responsible resident. These standards apply to all residents of The Nest and their guests.

Alcohol and Other Drugs

Residents who are twenty-one years of age or older may possess or consume alcohol within their apartment, or within the apartment of another resident who is twenty-one or older, provided that the apartment door remains closed to the exterior hallway.

No individual under the age of twenty-one may be present in a shared common space in which alcohol is being consumed, regardless of whether that individual is consuming alcohol. Alcohol is prohibited in all common areas, including lounges, study rooms, laundry rooms, hallways, and parking lots.

Residents twenty-one years of age or older may not purchase or provide alcohol to any resident or guest under the age of twenty-one. Alcohol containers may not exceed one gallon, four liters, or a twelve-pack of beer per resident of legal drinking age, and kegs or containers exceeding one gallon are prohibited.

Empty alcohol containers, including those used for decorative purposes, are not permitted.

The possession, use, or distribution of drugs prohibited under state or federal law, as well as any associated paraphernalia, is strictly prohibited. Violations will be referred to the Student Conduct Process, and the Northeastern Illinois University Police Department will be notified. A finding of responsibility may result in lease cancellation and University conduct action for both residents and their guests.

In the Event of an Alcohol- or Drug-Related Emergency

- Contact the Northeastern Illinois University Police Department at (773) 442-4100.
- Notify Nest Staff

Animals

No animals of any kind are permitted within apartments or elsewhere on the premises of The Nest at any time, with the exception of an approved Assistance Animal or Service Animal.

Requests for an Emotional Support Animal (ESA) or other Assistance Animal must be submitted through Student Disability Services and approved prior to the animal entering or residing at The Nest. Housing & Residence Life does not accept or approve accommodation requests directly; all requests, documentation, and approvals are coordinated through Student Disability Services in partnership with the Department of Housing and Residence Life.

Animals are not permitted to visit The Nest under any circumstance, including as a guest's pet or a temporary visitor. This restriction applies even if the animal is an approved Assistance Animal at another

residence or institution, as approval is specific to the individual resident and their assigned unit at The Nest.

An approved ESA or Assistance Animal must be kept on a leash, harness, or in a carrier at all times while in common areas of The Nest, and may not be permitted to roam freely throughout the community. The animal remains the sole responsibility of the resident at all times, including for its behavior, care, and cleanup.

Residents found in violation of this policy will be subject to the fines and disciplinary action outlined in this handbook, in addition to any charges associated with cleaning, damage, or pest treatment resulting from an unauthorized animal.

Appliances

Because each unit at The Nest includes a full kitchen, residents are permitted to cook and use standard kitchen appliances within their apartment. The following applies to additional appliances residents may bring into their unit.

Permitted appliances include, but are not limited to:

- Microwaves
- Coffee makers and electric kettles
- Toasters and toaster ovens
- Irons (used with an ironing board or heat-safe surface, and never left unattended while plugged in)
- Fans
- Televisions, gaming systems, and other low-wattage electronics
- Hair dryers, curling irons, and other personal care appliances
- Surge protectors and Underwriters Laboratory (UL)-approved power strips with a built-in circuit breaker

Prohibited appliances include, but are not limited to:

- Space heaters, halogen lamps, and other open-coil heating devices
- Deep fryers and other open-flame or exposed-element cooking devices not built into the unit's kitchen
- Extension cords used in place of, or in addition to, a UL-approved surge protector
- Any appliance without a visible UL safety seal

Refrigerators beyond the unit's provided kitchen appliance are limited to four cubic feet or less. Airsoft products are illegal within the City of Chicago and may not be shipped to, or stored within, any unit.

Residents should plug all appliances directly into a wall outlet or a UL-approved surge protector with a built-in circuit breaker. Basic power strips without surge or overcurrent protection are discouraged for

higher-draw appliances. Surge protectors may not be connected to one another ("daisy-chained"), and no more than one high-wattage appliance (such as a microwave or hair dryer) should be in use per outlet at a time. Residents who notice an outlet that is warm to the touch, a breaker that trips repeatedly, or a cord with exposed or frayed wiring should unplug the appliance immediately and submit a work order to Nest staff.

Residents should refer to the Fire Safety Equipment standard for additional appliance-related restrictions.

Bicycles and Skateboards

For reasons of safety and facility maintenance, bicycles and skateboards may not be stored in living rooms, study rooms, hallways, entryways, or in front of doorways, and may not be used within the building.

Bicycles may not be secured to exterior railings, trees, or light poles. The University reserves the right to remove improperly stored bicycles, and a \$25.00 removal fee will be assessed to the owner. The University is not liable for damage to, or loss of, any bicycle.

Cleanliness

Facilities Management staff are responsible for maintaining common areas but are not responsible for cleaning the interior of individual units. Residents are expected to maintain a clean and organized living environment.

Should an inspection identify a concern, residents will receive a written warning and 48 hours to remedy the issue. A subsequent failed inspection will result in a \$150.00 cleaning fine, divided evenly among residents of a shared unit. Continued noncompliance may result in University sanctions, including removal from housing. At check-out, residents are responsible for cleaning their individual room and all shared spaces; cleaning completed by Nest staff will result in an additional charge.

Cooperation with The Nest and University Personnel

Residents and guests are required to cooperate with, and demonstrate respect toward, Nest and University personnel performing official duties. Violations of this expectation include providing false information, withholding relevant information, interfering with staff, failing to comply with verbal or written directives, and the use of abusive language or behavior toward staff.

Decorations & Electrical Equipment/Devices

All decorations must be constructed of nonflammable materials and may not obstruct exits, exit signage, lighting, fire panels, or fire extinguishers. Decorations and electrical equipment may not be affixed to fire safety equipment, including sprinkler systems, nor to the exterior of any building. Residents are expected to exercise sound judgment when decorating their units; items may not be displayed in windows, as the exterior of the building is visible to the public. Residents will be held financially responsible for any damage resulting from the improper installation of decorations or electrical equipment. Seasonal

decorations must be constructed of fire-retardant materials; live cut trees and exterior holiday lighting are prohibited.

Per the Nest Lease Agreement, residents may not hang or affix items to interior or exterior walls, doors, or ceilings without prior written consent of the Director of Residence Life or their designee. Residents are encouraged to use discretion when decorating and should utilize adhesive strips or picture-hanging hardware that does not penetrate drywall. Interior and exterior doors must remain free of nails, stickers, or markings.

Disorderly Conduct

Housing and Residence Life Staff reserves the right to direct any resident or guest to leave the premises where behavior is found to be disruptive to the community. Prohibited conduct includes, but is not limited to, the following:

- Thrown Objects: No object may be thrown or dropped from a window or roof, nor directed at another individual, property, or the building itself.
- Destruction or Defacement of Property: Refer to the Northeastern Illinois University Student Code of Conduct.
- Water-Related Activities: Water fights, water guns, and water balloons of any kind are prohibited.
- Sports Activities: Athletic activities must take place in The Fitness Center located on the first floor of The Nest or at the NEIU Campus Recreation center and are not permitted anywhere else within the building.
- Elevator Use: Posted occupancy limits must be observed at all times. Residents will be held financially responsible for damage resulting from elevator misuse.
- Violent Behavior: Coercion, intimidation, harassment, sexual misconduct, and discrimination are strictly prohibited. Refer to the Student Code of Conduct for additional information.
- Weapons: The possession of knives, blades, firearms (including replica or toy firearms), sabers, nunchucks, explosives, tasers, and similar items is strictly prohibited.
- Misuse of Furniture or Equipment: All furniture and equipment must be used solely for its intended purpose.

Facilities Access

Access, or attempted access, to a unit without proper authorization, including through a window or emergency stairwell door, is prohibited. Residents may not reproduce fobs, loan fobs to others, or manipulate locks in an effort to bypass the fob system. Guests are prohibited from using a resident's NEIU Student ID to access the building at any time; violation of this policy may result in permanent suspension of that guest's visitation privileges.

Facility or Grounds Alterations

No alteration, addition, or defacement of any door, room, furnishing, hallway, building, or portion of the grounds, whether temporary or permanent, may occur without prior written approval from the Housing

and Residence Life Office. This includes the installation of fencing or signage, or changes to landscaping. Any project that compromises the appearance, integrity, or safety of the facility is prohibited.

Fire Safety Equipment

Tampering with any of the following is a violation of Housing and Residence Life policy, Student Code of Conduct, and state and federal law: fire sprinklers, smoke detectors, door-closing mechanisms, elevators, fire alarm systems, fire hoses, fire extinguishers, pull stations, and sprinkler drainage systems. Incense, candles, open flames, and fog machines are prohibited. No materials may be placed over light fixtures, and all lighting must be UL-approved; halogen lamps are not permitted. Flammable or explosive liquids may not be stored on the property, and no items may touch, obstruct, or be suspended from sprinkler heads. Full evacuation procedures are outlined in the Emergency Procedures section of this handbook.

Per the Nest Lease Agreement, failure to evacuate during a fire alarm may result in a conduct meeting with the Dean of Students and the Director of Housing and Residence Life or their designee. The intentional activation of a false alarm constitutes both a criminal offense and a material breach of the Lease Agreement. Tampering with fire safety equipment will result in a \$200.00 fine per item.

Furnishings

Furniture located in lounges and other public areas is intended for the use of all residents; relocating such furniture to an individual unit constitutes theft. Window screens, desks, beds, and other assigned furnishings must remain in their designated location and may not be removed. All furniture must be fully assembled and properly placed at the time of check-out.

Guest and Visitors

Housing & Residence Life reserves the right to individually or collectively restrict, suspend, or revoke guest visitation privileges, day or night, at any time and for any reason, including abuse of the visitation/guest policy or violation of Community Living Standards or the Student Code of Conduct. Residents will be notified in writing of any such change.

Adherence to the visitation/guest policy is the responsibility of each resident. Consideration for the privacy and rights of residents always takes precedence over guest privileges and must be respected at all times.

Guest Behavior and Host Responsibility

Residents are responsible for the actions of their guests at all times, including financial responsibility for any damage a guest causes. Should a guest violate Community Living Standards, the host resident will be subject to disciplinary action, and the guest will be asked to leave and may not be authorized to return to The Nest.

The definition of "host" is not limited to the resident who signed the guest in. It also includes any other resident the guest has come to visit, or any resident accompanying the guest at the time of a violation. Responsibility for a guest is not avoided by having someone else complete the sign-in.

Residents are responsible for properly and accurately identifying their guest to staff upon request. Failure to properly register and/or escort a guest may result in loss of hosting privileges, in addition to any other applicable sanction.

Access Restrictions

A guest may not use a resident's key, fob, or ID card to access The Nest or any of its amenities under any circumstance. This restriction applies regardless of whether the resident is present.

Occupancy Limits

A unit adequately accommodates the residents to whom it is contracted, plus two guests per resident at any one time. Overcrowding is a safety concern and a matter of community welfare, and units exceeding this limit will be asked to disperse.

Daytime Visitor Hours

- Sunday – Wednesday: 9:00 a.m. – 12:00 a.m.
- Thursday – Saturday: 9:00 a.m. – 2:00 a.m.

Daytime visitors are permitted during the first week of the semester and must follow all NEST guest registration, identification, and escort requirements.

Overnight guests are not permitted during the first week of each fall and spring semester. This period allows residents time to transition into the residential community, connect with roommates, and establish shared expectations within their living spaces. Housing & Residence Life will communicate when overnight visitation privileges begin each semester.

Visitation privileges and/or hours may be limited or suspended during University break periods, building closures, emergencies, or other periods designated by Housing & Residence Life.

Guest Sign-In

All guests must present a valid, unexpired government-issued photo ID at check-in. Front Desk or security staff will review the ID to verify the guest's identity and complete the guest registration process. The ID will be returned immediately following verification and will not be retained by Housing and Residence Life or security staff.

Overnight Guests

Overnight guests are permitted any night of the week after overnight visitation privileges have begun for the semester, as communicated by Housing & Residence Life. Overnight guests are not permitted during the first week of the fall or spring semester.

Overnight visitation is subject to the following limits:

- Guests may stay no longer than two consecutive nights per visit.
- A guest may not stay overnight in The NEST more than six nights in a calendar month, regardless of host or unit.
- At least 48 hours must elapse between overnight stays by the same guest.
- Guests may not be registered with different residents or in different units for the purpose of circumventing overnight visitation limits. Violations may result in the guest being required to leave The NEST and may result in restrictions or loss of future visitation privileges. Resident hosts may also be referred through the appropriate student conduct process.

Overnight guests are subject to all requirements applicable to daytime guests, in addition to the following:

- Overnight guests must register at the NEST Front Desk and complete the required overnight guest registration process, including acknowledging Housing & Residence Life policies, procedures, and community standards. The host resident must be present during check-in.
- Overnight guests must be 18 years of age or older.
- Overnight guests must present a valid, unexpired government-issued photo ID at check-in. Front Desk or security staff will review the ID to verify the guest's identity and age. The ID will be returned immediately following verification and will not be retained by Housing & Residence Life or security staff.
- Guests must be escorted by their host resident at all times while in The NEST.
- Each resident may host no more than two guests at a time.
- Guests found without their host resident may be directed to the Front Desk to verify their registration status. Guests who are not properly registered or who do not comply with guest procedures may be required to leave The NEST.
- Failure to comply with a direction to leave The NEST and may result in restrictions or loss of future visitation privileges.
- Overnight guests may check in between 9:00 a.m. and 12:00 midnight. Overnight guest check-in will not be available after midnight.

Roommate Consent

Residents must communicate with their roommate(s) before hosting an overnight guest. Registering an overnight guest indicates that the host has had this conversation in advance. Overnight guests must not unreasonably interfere with a roommate's use, privacy, comfort, or enjoyment of the shared living space.

Checkout Enforcement

Beginning at 11:30 p.m., residents will receive a 30-minute warning to escort their guests out of the building. Guests remaining in the building after 12:30 a.m. will result in a \$75.00 late checkout fine to the host resident.

If a daytime visitor remains in the building after 1:00 a.m., it will be interpreted to mean that guest spent the night. If this occurs on a night when overnight visitation has not been granted, the host resident will be charged a \$100.00 improper checkout fine.

Visitors

A visitor is any individual who is not an assigned resident of the unit they are visiting and is not staying overnight. Visitors are distinct from overnight guests, who are subject to additional registration, consent, and frequency requirements outlined separately in this handbook.

Host Responsibility

Residents are responsible for the actions of their visitors at all times, including financial responsibility for any damage a visitor causes. Should a visitor violate Community Living Standards, the host resident will be subject to disciplinary action, and the visitor will be asked to leave and may not be authorized to return to The Nest.

The definition of "host" is not limited to the resident who signed the visitor in. It also includes any other resident the visitor has come to see, or any resident accompanying the visitor at the time of a violation.

Residents are responsible for properly and accurately identifying their visitor to staff upon request.

Escort Requirement

Visitors must be escorted by their host resident at all times while in The Nest, including within common areas and building amenities. A visitor left unescorted will be escorted to the Front Desk to check out and asked to leave the building.

Access Restrictions

A visitor may not use a resident's key, fob, or ID card to access The Nest or any of its amenities under any circumstance, regardless of whether the resident is present.

Occupancy Limits

A resident may host up to two guests at one time, in any combination of daytime visitors and overnight guests. This limit is a shared total, not a separate count for each guest type, for example, a resident hosting one overnight guest may host only one additional daytime visitor at the same time, not two. A unit adequately accommodates the residents to whom it is contracted, plus each resident's guest allowance. Overcrowding is a safety concern and a matter of community welfare, and units exceeding this limit will be asked to disperse.

Non-Resident Minors

A non-resident minor (under 18) may visit The Nest during standard visitation hours, provided they are accompanied and directly supervised at all times by a parent or legal guardian.

A non-resident minor may not be left in a resident's care, in a common area, or anywhere in the building without the supervising adult physically present. A resident who is themselves under 21, or who is the minor's sibling or friend rather than a parent or guardian, does not satisfy the supervision requirement on their own.

Non-resident minors may not stay overnight at The Nest, with the exception of a resident's own minor child, governed separately under the Minors section of this handbook.

This restriction does not apply during official move-in and move-out days, when family members of any age may assist with the move.

Visitation Hours

- Sunday – Wednesday: 9:00 a.m. – 12:00 a.m.
- Thursday – Saturday: 9:00 a.m. – 2:00 a.m.

Visitors remaining past these hours without registering as an overnight guest will be treated as an unauthorized guest, and the host resident will be subject to a policy violation.

Checkout

Visitors must depart, and be signed out at the Front Desk, by the end of standard visitation hours unless registered as an overnight guest in advance. A visitor remaining past the applicable cutoff without overnight registration will be treated under the Checkout Enforcement provisions of the Overnight Guests section.

Key Control

Keys and fobs issued to residents are specific to their assigned unit and bedroom and may not be duplicated or transferred under any circumstance. At check-in, residents receive an electronic access fob for their assigned unit and bedroom, as well as a mailbox key. Residents are expected to remain in their assigned bedroom. Residents must also obtain a Student ID card from the Welcome Desk in the Student Union and present it at the Nest Front Desk for programming, which grants access to the building and its amenities. Programming is completed within 24 hours of the resident's request. Residents may not provide fobs or their NEIU ID card to any guests or other residents under any circumstance.

Resident Responsibility for Security

Residents are expected to keep their unit and bedroom locked at all times, whether or not they are present, to protect their own belongings and those of their roommates. A fob or key is the primary safeguard for

the unit; leaving a door propped, unlocked, or accessible to non-residents undermines security for the entire community, not just the resident's own space.

Tailgating

Residents may not hold open exterior or secured doors for individuals they do not personally know and are not prepared to host as a registered guest or visitor. Allowing entry to an unknown individual, even inadvertently, by holding a door compromises building security and may result in a policy violation for the resident responsible.

Prohibited Conduct

The following are violations of this policy and will result in referral to the student conduct process, in addition to any applicable fees:

- Duplicating, altering, or attempting to bypass a fob or key
- Lending, transferring, or otherwise providing a key, fob, or ID card to another resident or guest
- Attempting to gain access to a unit or bedroom other than one's own assigned space
- Propping open or disabling any secured door

Lost, Stolen, or Malfunctioning Keys and Fobs

Residents must report a lost, stolen, or malfunctioning key, fob, or ID card to the Front Desk immediately. Delayed reporting increases the risk of unauthorized access to the resident's unit and may affect the resident's ability to dispute related charges or incidents. Replacement costs are outlined under Lockout Procedures elsewhere in this handbook.

End of Occupancy

Residents must return all issued keys and fobs to The Nest Front Desk at check-out. Failure to return issued keys or fobs will result in a lock or core change charged to the resident, in addition to any other applicable check-out charges.

Lockout Procedures

Residents locked out of their unit should visit the NEST Front Desk during scheduled hours or the RA On-Call for after hours support. A valid picture ID or valid NEIU ID is required before Housing and Residence Life staff may grant re-entry, and residents must complete a lockout form. Residents without a valid ID at the time of lockout will be asked to verify their identity through a series of questions posed by Housing and Residence Life staff or Guardian Security. No resident will be granted access to a unit other than their own assigned unit, regardless of the circumstances of the lockout.

Temporary Access

When a resident is locked out, Housing and Residence Life staff may issue temporary access to the unit rather than a permanent fob replacement. Temporary access must be returned or resolved by the end of the same business day; unresolved temporary access will be treated as an unreturned ID or fob and subject to charges.

Repeated Lockouts

Lockouts are logged per resident. Residents with repeated lockouts within a semester may be referred to Housing and Residence Life staff for a follow-up conversation regarding key control habits, and may be subject to progressive fees or referral to the student conduct process if the pattern suggests a key control violation, such as improper storage or unauthorized duplication attempts.

After-Hours Verification

If a resident cannot produce a picture ID during an after-hours lockout, Housing and Residence Life staff will verify identity through a series of security questions. Residents who cannot be verified by this method will not be granted access and must provide alternative documentation. Falsely claiming to be a resident of a unit during a lockout is a serious violation and will be referred to the student conduct process.

Lost or Stolen Keys and Fobs

A lockout resulting from a lost or stolen key, fob, or ID card must be reported immediately, in addition to completing the standard lockout form. Housing and Residence Life staff reserve the right to deactivate a reported lost or stolen fob immediately and reprogram the unit's access as a security precaution, at the resident's expense.

Minors

Guests under the age of eighteen may visit only under the direct supervision of an adult with valid government-issued identification as a daytime visitor. Non-resident minors may not remain overnight, with the exception of a resident's own minor child, under the process outlined below. Residents are prohibited from providing childcare services within The Nest.

Overnight Stays by a Resident's Own Child

- Residents must notify Housing and Residence Life by email at least one week in advance of an intended overnight stay by their own minor child and provide documentation, such as a birth certificate, confirming the relationship to the child. This notice-and-approval step is required for every overnight stay, with no exceptions.
- Housing and Residence Life will coordinate the request with the Dean of Students Office and the Office of Student Affairs
- Upon approval from the Dean of Students Office and the Office of Student Affairs, the resident may proceed with the overnight stay.

- Overnight stays by a resident's own minor child are exempt from the six-nights-per-month limit and the 48-hour cooldown period that otherwise apply to overnight guests. The 72-hour notice and documentation requirement, however, still applies to each individual stay and may not be waived or preapproved on a recurring basis

Missing Student Notification Policy

Every resident of The Nest has the option to identify an emergency contact to be notified in the event the resident is determined to be missing. This contact is separate from any emergency contact provided during the housing application process and is registered directly with Housing & Residence Life or the Dean of Students Office.

Registering a Contact

Residents may register a missing student contact at check-in and may update this information at any time during the academic year through the Housing Office. This information is maintained confidentially and is accessible only to authorized campus officials; it will not be disclosed except to further a missing student investigation.

If a Resident Is Believed to Be Missing

Any resident, staff member, or other individual who believes a resident of The Nest is missing should notify the Northeastern Illinois University Police Department immediately at (773) 442-4100, or 911 in an emergency. Do not wait a set period of time before reporting a concern; NEIUPD will investigate any report of a missing resident regardless of how long the resident has been unaccounted for.

If NEIUPD determines that a resident is officially missing, the University will notify the resident's registered missing student contact no later than 24 hours after the resident is determined to be missing. If the missing resident is under 18 years of age and not an emancipated minor, the University is also required to notify a parent or legal guardian within the same 24-hour window, in addition to the registered contact. NEIUPD will also notify local law enforcement within 24 hours if it has not already been involved in the investigation.

Motor and Electric Vehicles

Motorized vehicles, including mopeds, scooters, and motorcycles, must be parked, stored, and operated only within designated public lots and roadways. Such vehicles may not be stored on sidewalks, pathways, or unpaved surfaces, nor operated within any building. Hoverboards and Segways are not permitted at The Nest for safety reasons.

Noise and Quiet Hours

Quiet hours are established to support an environment conducive to sleep and academic study. Housing and Residence Life staff are responsible for determining whether a reported noise level is unreasonable. Residents are encouraged to address noise concerns directly with one another before requesting staff intervention. Music, instruments, television, loud conversation, and subwoofers are considered excessive

if audible in another resident's unit, regardless of the time of day. Speakers may not be directed toward open windows.

Period	Quiet Hours
Sunday – Thursday	11:00 p.m. – 8:00 a.m.
Friday & Saturday	2:00 a.m. – 9:00 a.m.
Finals Week	24-hour quiet hours, Monday through Saturday

Courtesy Hours

Courtesy Hours are in effect 24 hours a day, seven days a week, in addition to the posted Quiet Hours above. A resident's right to quiet supersedes another resident's privilege to generate noise at any time, regardless of whether Quiet Hours are currently in effect. Residents may ask another resident or group to lower noise at any hour under Courtesy Hours, and are expected to comply with such requests.

Noxious Odors

A noxious odor is defined as any smell of sufficient intensity to become apparent to others, including but not limited to perfume, cooking odors, or accumulated laundry. Where an odor can be traced to a specific unit, the residents of that unit may be assessed a service charge of \$25.00 or more.

Painting

All interior and exterior painting is the sole responsibility of Northeastern Illinois University Facilities Management and Housing and Residence Life. Residents found responsible for unauthorized painting will be charged for the cost of labor and materials required to restore the space.

Pest Control

Residents who observe evidence of pests should submit a work order request at the Nest Front Desk. Routine preventative pest control services will be scheduled with at least 24-48 hours' notice. Information regarding products used in pest control treatment is available upon request. Residents who do not cooperate with pest control procedures may be held responsible for related fines.

Posting

No posters, banners, flyers, digital signage, or other advertising materials may be affixed, displayed, or distributed anywhere in The Nest, including building interiors, exteriors, windows, elevators, and common areas, without prior approval from the Department of Housing & Residence Life.

Approval Process

All materials intended for posting or distribution in The Nest must be submitted in person to the Housing Marketing & Resident Experience Specialist, or their designee, at the Housing & Residence Life Main Office for review at least seven (7) days before the intended posting date. Materials will not be accepted by email, mail, or through any other office or staff member. Approved materials will be stamped or otherwise marked to indicate authorization and must be posted only in designated areas identified by Housing and Residence Life staff. Materials submitted without adequate lead time are not guaranteed review or approval before the desired posting date, and exceptions for time-sensitive materials may be granted at the discretion of the Housing Marketing & Resident Experience Specialist or their designee.

Designated Posting Areas

Approved materials may be posted only on designated bulletin boards and community posting areas identified by Housing and Residence Life staff. Posting on doors, elevators, windows, stairwells, walls, or any other surface not designated for this purpose is prohibited, regardless of whether the material has otherwise been approved.

Content Standards

Approved posting does not extend to materials that:

- Promote or advertise alcohol, cannabis, or other controlled substances
- Contain content that is discriminatory, harassing, or targets an individual or group
- Advertise off-campus solicitation, unauthorized businesses, or services prohibited elsewhere in this handbook
- Contain sexually explicit or graphic content
- Misrepresent affiliation with Northeastern Illinois University or Housing & Residence Life

Any material deemed offensive or inappropriate, at the discretion of Housing and Residence Life staff, will be removed without notice, regardless of whether it was previously approved.

Unauthorized Postings

Materials posted without prior approval, or posted outside of designated areas, will be removed without notice. Residents or organizations found responsible for repeated unauthorized postings may lose posting privileges and may be referred to the student conduct process.

Digital and Social Media Advertising

This policy extends to digital displays and screens within The Nest, where applicable. It does not govern personal social media activity, except where such activity is used to advertise an unauthorized event or gathering occurring within The Nest, which may be addressed under other applicable sections of this handbook.

Public Area Responsibility

Residents of each unit share responsibility for the condition of their shared common areas, including living rooms, hallways, bathrooms, laundry rooms, and kitchens. Furnishings must be used as intended and remain in their designated location. Monthly room checks will be conducted with at least 48 hours' notice, and any damage that cannot be attributed to an individual resident will be divided evenly among residents of the unit. Lease violations discovered during inspection will be referred to the Office of Student Conduct.

Residents share collective responsibility for the condition of the building as a whole and should report any vandalism or damage to Housing and Residence Life staff promptly. Residents found responsible for damage to common areas will be held financially accountable, and may also be held responsible for damage caused by their guests

Removal from Housing

Housing & Residence Life is committed to maintaining a safe, respectful, and supportive residential community. In circumstances where a resident's behavior presents a significant concern for the safety, security, or well-being of the residential community, substantially disrupts the residential environment, or involves serious or repeated violations of University or Housing & Residence Life policies, the resident may be subject to removal from University housing.

Removal from housing may be temporary or permanent and may occur as an outcome of an applicable University conduct or administrative process. Depending on the circumstances, Housing & Residence Life may also implement an interim removal, relocation, or other temporary measure while a matter is being reviewed when necessary to address an immediate health, safety, security, or operational concern in collaboration with the Dean of Students Office and Student Affairs

Circumstances that may result in removal from housing include, but are not limited to:

- Serious or repeated violations of Housing & Residence Life policies, the housing agreement/lease, or applicable University policies.
- Behavior that threatens or creates a significant risk to the health or safety of residents, guests, staff, or other members of the University community.
- Significant or repeated disruption of the residential community or interference with the rights of other residents.
- Failure to comply with reasonable directives from authorized University or Housing & Residence Life personnel related to health, safety, security, or residential operations.
- Unauthorized occupancy, providing unauthorized access to The NEST, or serious/repeated violations of guest and visitation policies.
- Intentional or significant damage to University or residential property.
- Other circumstances in which continued residency is determined to be inconsistent with the terms of the housing agreement or applicable University requirements.

When a resident is removed from housing, Housing & Residence Life will provide information regarding the resident's required move-out process and deadline. Residents are responsible for removing their

belongings, returning all University-issued keys or access devices, and completing applicable checkout requirements within the timeframe provided.

Removal from housing does not automatically terminate or eliminate a resident's financial obligations under their housing lease agreement. Any remaining housing charges, refunds, or financial responsibilities will be determined according to the terms of the resident's housing agreement and applicable University policies.

Where applicable, residents will be provided information regarding any review or appeal process available under the relevant University policy or procedure.

Solicitation

Door-to-door solicitation is prohibited. Residents may not operate a business, or sell goods or services for personal profit, from their unit. This includes, but is not limited to, advertised services such as tutoring for pay, hair or nail styling, resale of goods, or any activity in which money is exchanged. Solicitors should be reported to the Housing and Residence Life staff immediately. This policy applies to campus organizations, resident groups, and external businesses or individuals alike.

Demonstrations and Sales Presentations

Informational presentations by direct-sales representatives (for example, product demonstrations) may be permitted only with prior written approval from the Housing & Residence Life Central Office, and only where no orders, payments, or exchanges of goods are taken on the premises. Unapproved demonstrations will be treated as solicitation.

Fundraising and Campus Organizations

Registered student organizations or campus departments wishing to fundraise, advertise, or solicit within The Nest must follow the Posting policy outlined in this handbook and must receive prior approval from the Housing & Residence Life Main Office. Approval to post materials does not constitute approval to solicit door-to-door or within resident units.

Reporting

Residents who are approached by a solicitor, whether a stranger, vendor, or another resident, should decline and report the incident to the Front Desk or Housing and Residence Life staff immediately, including a description of the individual and the nature of the solicitation, if possible. Residents are not obligated to engage with, argue with, or attempt to remove a solicitor themselves; this is a staff responsibility once reported.

Theft

Respect for the personal property of others, as well as property belonging to The Department of Housing and Residence Life, is expected of all residents. Theft, conversion, damage, or destruction of property is

prohibited. Any instance of theft should be reported to the Northeastern Illinois University Police Department at (773) 442-4100, the Front Desk, or Housing and Residence Life staff immediately.

Reporting Procedure

Residents who discover or suspect theft should report it as soon as possible, without disturbing the affected area or items if a police report is filed. Prompt reporting increases the likelihood of a successful investigation and camera review, where applicable, since building camera footage is retained for a limited period.

The Nest's Role

The Nest and the Department of Housing & Residence Life are not responsible for the loss, theft, or damage of personal property. Residents are encouraged to carry renter's insurance or confirm coverage under a parent or guardian's homeowner's policy, and to keep personal property secured within their unit and bedroom space at all times.

False Reports

Knowingly filing a false theft report, or falsely accusing another resident or guest of theft, is a violation of Community Living Standards and may result in disciplinary action independent of any law enforcement outcome.

Trash

Trash chutes are available on floors two through six. Residents must dispose of trash promptly in designated trash rooms rather than leaving items in hallways or common areas. Larger items should be placed in the designated trash roll-off or beside the dumpsters located in the rear parking lot. Improper disposal will result in a \$25.00 charge per bag, box, or parcel.

Bagging and Disposal Standards

All trash must be secured in a tied bag before being placed in a chute or trash room; loose or leaking trash is prohibited. Trash containers within units should not exceed a reasonable household size; large accumulations of trash within a unit are a cleanliness and pest concern and may result in a referral under the Cleanliness policy of this handbook, independent of any charge assessed under this section.

Bulk and Move-Out Trash

Furniture, large boxes, electronics, and other bulk items may not be placed in trash chutes, trash rooms, or hallways under any circumstance. These items must be taken directly to the designated roll-off or dumpster area in the rear parking lot. Bulk items left in hallways, breezeways, or common areas — particularly during move-out will result in a charge to the responsible resident, or, if the responsible party cannot be identified, to all residents of the affected unit or floor.

Recycling

Recycling bins are located in the rear parking lot. Recyclable materials should not be placed in trash chutes or trash rooms; residents are responsible for transporting recyclable items to the designated bins in the rear parking lot.

Unattended or Abandoned Property

Personal property left in hallways, trash rooms, or common areas without a clear owner will be treated as abandoned and may be discarded or donated at the Department's discretion after a reasonable holding period.

HOUSING ASSIGNMENTS, CHECK-IN/OUT & CONTRACT-RELATED SECTIONS

Assignment Process

Housing assignments are made by the Department of Housing & Residence Life based on application date, space availability, and any approved accommodation needs in partnership with Student Disability Services. The Department reserves the right to assign, reassign, or consolidate residents at any time to maintain full occupancy, address a vacancy, or resolve a health, safety, or conduct concern.

Consolidation

Residents in a unit with a vacant bedroom or bedrooms may be required to accept a new roommate at any time during the lease agreement period, or to consolidate into a different unit, at the Department's discretion. Residents who wish to seek out their own roommate to fill a vacancy must do so within seven (7) days of the vacancy occurring; unresolved vacancies will be filled by the Department.

Unauthorized Occupancy

Residents may not occupy a bedroom, unit, or bed space other than the one to which they are officially assigned. Residents found in an unauthorized space will be referred to the student conduct process and may be assessed additional charges.

Check-In and Check-Out

- At check-in, residents are required to complete an electronic Room Condition Report (RCR) in eRezLife documenting the condition of the assigned space. Residents must inspect their unit and bedroom space thoroughly and submit the completed form within 48 hours of check-in.
- At check-out, residents will review and sign the form again, noting any new damage. Housing and Residence Life staff will conduct a comprehensive inspection following move-out, and any resulting charges for damage or additional cleaning will be assessed at that time.
- All keys and fobs must be returned at check-out. A charge of \$30.00 will be assessed for each item not returned.

- Personal items of value left behind following move-out will be retained for seven days. Housing and Residence Life staff will attempt to contact the resident by cell phone and NEIU email. If no response is received, the items will be discarded, and additional cleaning or disposal charges may apply.

Any damage exceeding normal wear and tear that was not documented on the RCR will be presumed to have occurred during the resident's occupancy and will result in a charge. Where responsibility cannot be determined, charges will be divided equally among all residents of the unit.

Improper Check-Out

Residents who vacate their assigned space without completing the official check-out process — including submission of the Unit Condition Form and return of all keys and fobs — will be charged an improper check-out fee of \$75.00, in addition to any damage or cleaning charges assessed.

Early Check-In and Late Check-Out

Requests to check in before, or check out after, official contract dates must be submitted in writing to the Department of Housing and Residence Life at least five (5) business days in advance and are subject to space availability and an additional charge. Residents who remain in their unit past their official check-out date without approval will be charged a per-day fee of \$50.00 and may be referred to the student conduct process.

Damage Charge Appeals

Residents who wish to dispute a damage or cleaning charge assessed at check-out must submit a written appeal to the Department of Housing and Residence Life, or their designee. Appeals submitted after this window will not be considered.

Eligibility & International Student Housing Timelines

Residency at The Nest requires active enrollment at Northeastern Illinois University. International students, including those on F-1 visas, are encouraged to apply for housing as early as possible. Because visa approval timelines are outside the University's control and do not always align with the standard housing application deadline, international students experiencing a delay in visa approval should contact the Housing Office directly to discuss modified timeline options. Housing assignments for international students admitted after the standard deadline are subject to space availability.

Intent to Apply

International students anticipating a visa-related delay are encouraged to submit an Intent to Apply notification to the Department of Housing and Residence Life prior to the standard deadline. This notification allows the Department to plan for anticipated demand and does not guarantee a specific assignment, but preserves the student's place in the review process pending visa approval.

Housing Accommodation Requests

Residents requiring housing-related accommodation due to a disability, including but not limited to single-room placement, accessible unit features, emotional support animals, assistance animals, or proximity accommodations, should submit a request to Student Disability Services. Student Disability Services will coordinate with Housing & Residence Life to evaluate and, where appropriate, implement approved accommodations. Requests are reviewed on an individual basis and should be submitted as early as possible, as availability of accessible units may be limited.

Timeline for Review

Housing accommodation requests are reviewed on a rolling basis; however, requests submitted after June 1 for fall term, or November 1 for spring term, are not guaranteed implementation before the start of the applicable term, due to space availability.

Interim Accommodations

Where a fully approved accommodation cannot be implemented immediately, the Department will work with Student Disability Services to identify an interim solution, where reasonably available, while the permanent accommodation is arranged.

Appeals

A resident who disagrees with a determination regarding a housing accommodation request may appeal through the process outlined by Student Disability Services. Housing & Residence Life implements approved accommodations but does not independently adjudicate disability-related appeals.

Lease Agreement Release

A resident who is removed from housing for a conduct violation, or who voluntarily withdraws from housing for a reason not listed under Approved Release Circumstances below, will be assessed an early release penalty for the Lease Agreement, based on the published refund schedule shared with residents at the beginning of the academic year, subject to approval from the Housing Review Committee and completion of all required cancellation forms.

This penalty does not apply to a resident releasing their lease at the conclusion of the fall semester due to fall graduation, or to a release approved under one of the circumstances listed under Approved Release Circumstances below.

Any refund owed to a resident will be calculated under the same published refund schedule and issued at the end of the semester in which the release occurs. The current refund schedule is distributed to residents at the start of each academic year and is also available from the Housing Office upon request.

Approved Release Circumstances

In addition to fall graduation, the Housing Review Committee may consider a release from the Lease Agreement without the standard penalty in the following circumstances, supported by appropriate documentation:

- Withdrawal from the University due to academic dismissal or suspension
- Approved medical accommodation that cannot be met by remaining housing
- Death in the immediate family
- Induction into active military service
- Marriage, where the request is supported by appropriate documentation

Application Process

Residents seeking a Lease Agreement release must submit a written request, along with all required documentation, to the Housing Office. The Housing Review Committee will review the request and issue a written determination. Residents remain financially responsible for all charges accrued through the effective date of an approved release.

Appeals

A resident who disputes a determination may submit a written appeal to the Director of Housing & Residence Life within ten (10) business days of the determination.

Right of Entry

The Department respects the privacy of its residents; however, authorized personnel may enter a resident's apartment under the conditions specified in the Lease Agreement, including emergencies, active work orders, or circumstances in which advance notice is not practicable.

Per the Nest Lease Agreement, authorized personnel may enter the premises for any reason deemed reasonable in the event of an emergency, or where a work order has been submitted. With one day's prior notice, staff may also enter to show a bedroom or unit to inspectors, lenders, prospective residents, other tenants, or insurance agents, or to complete maintenance or pest control services.

Outside of emergency circumstances, residents will receive a minimum of 24 hours' notice specifying the date, time, and reason for entry. In the event of an emergency, including fire, water leak, or an immediate threat to resident safety, staff may enter without prior notice to protect the well-being of residents and the integrity of the building.

Health and Safety Inspections

The Department may conduct periodic health and safety inspections of all units, with reasonable advance notice, to verify compliance with Community Living Standards, including the Cleanliness, Fire Safety Equipment, and Prohibited Items provisions of this handbook. Items or conditions found in violation

during a health and safety inspection may result in charges or referral to the student conduct process, independent of the reason for entry.

Items in Plain View

Prohibited items or evidence of a policy violation observed in plain view by staff during an authorized entry, for any reason, may be documented and addressed under the applicable section of this handbook, regardless of the original purpose of the entry.

Room Change Procedure

Room change requests are considered only after the steps outlined under Roommate Agreements & Conflict Resolution have been completed, and are subject to space availability. Requests must be submitted in writing to The Department of Housing and Residence Life and approved by the Department of Housing and Residence Life. Unauthorized room changes will result in a \$50.00 fine and a requirement to return to the original assignment.

Approved Room Change Process

Once a room change is approved, the resident will be notified in writing of the new assignment and given seventy-two (72) hours to complete the move, including submission of an updated Room Condition Form for the new space. Residents who do not complete the move within this window may forfeit the approved assignment.

Emergency and Safety-Based Room Changes

Room changes related to an immediate safety concern, a documented conduct violation, or a Title IX-related matter may be processed on an expedited basis and are not subject to the standard conflict-resolution progression outlined below.

Roommate Agreements & Conflict Resolution

At the start of each academic year, roommates are expected to complete a Roommate Agreement with their Resident Assistant outlining shared expectations for guests, cleanliness, quiet hours, and use of shared space. This agreement serves as a reference point for resolving future conflicts.

Residents experiencing conflict with a roommate are expected to follow this progression before requesting a room change:

1. **Direct Conversation:** Residents should first attempt to resolve the concern directly with their roommate.
2. **RA Mediation:** If direct conversation does not resolve the issue, residents should contact their Resident Assistant to facilitate a mediated conversation.
3. **Staff-Facilitated Conversation:** If mediation is unsuccessful, residents may request a facilitated conversation with the Assistant Director of Housing & Residence Life or their designee.

Room change requests will not be considered until each of these steps has been completed, except in cases involving a violation of NEST Community Living Standards or an immediate safety concern, which may be addressed on an expedited basis.

Revisiting the Roommate Agreement

Roommates may revisit and revise their Roommate Agreement at any point during the academic year, with the assistance of their Resident Assistant, if circumstances or expectations change.

Withdrawal from the University

Residents who withdraw, are dismissed, or otherwise separate from the University during the term of their Lease Agreement are required to vacate their assigned unit within 24 hours of their separation date, unless otherwise approved in writing by the Director of Housing & Residence Life. Withdrawal from the University does not release a resident from the financial terms of the Lease Agreement; residents remain responsible for lease charges in accordance with the Lease Agreement Release policy outlined above.

Notification Requirement

Residents who intend to withdraw from the University are required to notify the Housing Office in writing prior to, or immediately upon, submitting their withdrawal to the Registrar, so that check-out and move-out logistics can be coordinated in advance.

Belongings Following Separation

Personal belongings not removed within the 24-hour vacate window will be treated in accordance with the Personal Items of Value provision under Check-In and Check-Out, unless alternative arrangements have been approved in writing by the Director of Housing & Residence Life.

REMOVAL FROM HOUSING & INTERIM SUSPENSION

This section describes how and when a resident may be removed from housing, separate from the financial terms addressed under Lease Agreement Release.

Interim Removal

The Director of Housing & Residence Life or their designee, in collaboration with the Vice President for Student Affairs and Dean of Students or their designee may remove a resident from The Nest on an interim basis, pending the outcome of the student conduct process, where the resident's continued presence poses an immediate or ongoing threat to the health, safety, or wellbeing of themselves, another individual, or the community.

A resident subject to interim removal will be given written notice as soon as practicable, stating the reason for the removal and the process for requesting review. A resident may request review of an interim removal by submitting a written request to the Dean of Students Office within two (2) business days of

the removal. The interim removal remains in effect during this review unless the Dean of Students Office determines otherwise.

Removal as a Conduct Sanction

A resident may also be removed from housing as a sanction resulting from the student conduct process, governed by the Northeastern Illinois University Student Code of Conduct. A resident has the right to appeal a conduct-based removal through the process outlined in the Student Code of Conduct.

Move-Out Following Removal

A resident removed from housing, whether on an interim basis or as a conduct sanction, must complete move-out and return all keys and fobs within the timeframe specified in the notice of removal. Housing & Residence Life will coordinate a supervised time for the resident to retrieve personal belongings where the resident cannot complete a standard check-out. Personal items not removed within the specified window will be handled under the Personal Items of Value provision described under Check-In and Check-Out.

Financial Responsibility

Removal from housing does not release a resident from the financial terms of the Lease Agreement. A resident removed from housing remains subject to the Lease Agreement Release policy described elsewhere in this handbook, including any applicable penalty and refund calculation.

Emergency Procedures

In Case of Any Life-Safety Emergency

Call NEIU Police & Escort Service: (773) 442-4100

Fire Alarm Response

When a fire alarm sounds, residents and guests should proceed in the following manner:

1. Evacuate the building immediately. Every alarm must be treated as an emergency, whether or not the cause is known.
2. Use the nearest marked stairwell. Elevators may not be used during an evacuation.
3. If a door or door handle is hot to the touch, do not open it. Remain in the unit with the door closed and go to a window to signal for rescue.
4. Take only your NEIU Student ID; do not stop to gather other belongings.
5. Proceed to the designated assembly point outside, which is the Ronald Williams Library or the Fine Arts Building, and remain there until NEIUPD, the Chicago Fire Department, or Housing and Residence Life staff gives an all-clear.

Re-entry to the building without confirmation from emergency personnel is prohibited. Residents who require assistance evacuating due to a mobility limitation should notify Housing & Residence Life in advance so that an individualized evacuation plan can be developed in partnership with Student Disability Services.

Severe Weather

In the event of a tornado warning or other severe weather event, residents should move away from windows and take shelter in an interior hallway or stairwell on the lowest accessible floor, remaining there until an all-clear is issued.

Medical Emergencies

In the event of a serious injury or medical emergency, residents should proceed in the following manner:

1. Call NEIU Police immediately.
2. Give your name and describe the nature and severity of the emergency, along with the exact location in The Nest (floor and unit number).
3. Do not move the injured person except to protect them from further injury.
4. Stay with the person, if it is safe to do so, until responders arrive.

5. Notify the Front Desk or the RA On-Call so that staff can help direct responders to the correct location.

Building-Wide Emergency Communication

In the event of an emergency affecting the building or a significant portion of it, Housing & Residence Life will communicate updates through NEIU email, the eRezLife Resident Portal, and posted notices at the Front Desk or around the community, as circumstances allow.

Prohibited Items

The items and devices in this section are restricted because each one carries a specific, documented risk in a shared residential building: fire, structural damage, personal safety, or legal exposure to the resident and the University.

This policy applies to units, common areas, balconies or patios where applicable, and any storage area within The Nest. Items in violation of this policy will be confiscated and held for no more than 30 days before disposal. A resident found responsible for a prohibited item is referred to the student conduct process; where an item poses a serious or ongoing safety risk, Housing & Residence Life may require its immediate removal from the building or pursue emergency removal from housing, independent of any fee assessed.

Weapons, Replica Weapons & Related Items

- Firearms and ammunition.
- Replica, toy, and look-alike weapons (including Airsoft, BB, pellet, and paintball equipment).
- Fixed-blade, fighting, and combat-style knives, sabers, and machetes.
- Explosives, fireworks, and other pyrotechnic devices. Tasers, stun guns, and nunchucks or similar martial arts weapons.

Fire, Flame & Combustion Hazards

- Candles, incense, and any open flame.
- Fog and smoke machines.
- Halogen lamps, space heaters, and any appliance with an exposed heating coil.
- Hookahs or any device requiring combustion to use.

Electrical & Battery Safety

- Any appliance without a visible UL (Underwriters Laboratories) safety seal.
- Extension cords used in place of a UL-approved surge protector, and daisy-chained power strips.
- E-bikes, electric scooters, hoverboards, and Segways.

A Note on Lithium-Ion Batteries

This restriction is about the battery, not the activity. A resident who owns a micro-mobility device for transportation is not being singled out. The device itself cannot be stored, charged, or used in the building under any circumstance, including in a resident's own bedroom.

Alcohol, Drugs, Cannabis & Tobacco

- Oversized alcohol containers and kegs.
- Devices intended for rapid alcohol consumption (such as funnels or beer pong tables).

- Illegal drugs and drug paraphernalia. Possession or use is prohibited under state and federal law, independent of University policy. Violations are referred to the student conduct process and NEIUPD, and may result in lease cancellation.

Cannabis: Illinois Law vs. Federal Law

Illinois state law permits recreational cannabis use for adults 21 and older. Northeastern Illinois University receives federal funding and is required, under federal law, to maintain a drug-free campus. Federal law does not recognize state-level cannabis legalization.

As a result, cannabis, including flower, edibles, vape cartridges, and paraphernalia remains prohibited everywhere at The Nest, regardless of a resident's age or method of consumption. State legalization is not a defense to a policy violation under this handbook.

- Smoking and vaping (tobacco, nicotine, and cannabis products). Prohibited inside all units and common areas, consistent with the University's Smoke-Free Campus Policy.

Recording & Surveillance Devices

- Hidden or unauthorized recording devices, including camera doorbells.
- Undisclosed audio recording of another person.

Enforcement

This list is illustrative, not exhaustive, consistent with the Policy Interpretation & Enforcement section of this handbook: an item that a reasonable person would recognize as posing a fire, safety, weapons, or legal risk is prohibited whether or not it is specifically named above. Housing & Residence Life staff who observe a prohibited item in plain view during any authorized entry will document and address it under this policy, regardless of the reason for entry.

FIRE DRILLS

Consistent with the Clery Act's campus fire safety reporting requirements, Housing & Residence Life conducts at least one fire drill per semester at The Nest. Drills may be announced or unannounced and are conducted to ensure residents are familiar with evacuation routes and procedures described under Emergency Procedures.

All residents are expected to fully evacuate during every fire drill, exactly as they would during an actual fire alarm. A resident who fails to evacuate during a drill may be referred to the student conduct process, consistent with the Fire Safety Equipment policy described elsewhere in this handbook.

Fire drill participation and building fire safety information are reported annually in the University's Annual Security and Fire Safety Report, available through the Northeastern Illinois University Police Department.

Elevator & Floor Access

Access to residential floors and elevators at The Nest is controlled to protect the security of every resident on that floor, not just the individual seeking access. This policy applies to residents, guests, and staff alike.

Residents and guests must use their own valid access credential to reach the elevator or any residential floor: a resident's issued fob or NEIU Student ID, or a guest's proper sign-in through the Front Desk. A resident may not use their own fob, ID, or access credential to grant a guest, another resident, or any other individual access to an elevator or floor in place of that person's own credential or proper sign-in, commonly referred to as "tapping up." This applies even where the resident personally knows the individual, believes them to already be a resident of the building, or intends only a brief favor.

A resident who taps up a guest, or another resident without their own ID, is responsible for that individual's presence on the floor exactly as though the individual had never been signed in at all, and is subject to a policy violation independent of any other applicable violation.

This restriction applies equally to Housing & Residence Life staff, including Resident Assistants and Desk Assistants. Staff will not use their own access credentials to grant a resident entry to an elevator, floor, or unit in place of that resident's own ID, including tapping up a resident who does not have their ID on them. A resident without their ID must go through the standard Lockout procedures, including identity verification, regardless of how well the resident is known to staff. This requirement is enforced consistently by all Housing & Residence Life staff, without exception, regardless of familiarity with the resident.

GUESTS, VISITORS & OVERNIGHT GUESTS

Housing & Residence Life reserves the right to individually or collectively restrict, suspend, or revoke guest visitation privileges, day or night, at any time and for any reason, including abuse of this policy or violation of Community Living Standards or the Student Code of Conduct. Residents will be notified in writing of any such change.

Host Responsibility

A host resident is responsible for the actions of their guest at all times, including financial responsibility for any damage the guest causes, regardless of whether the guest was formally registered. "Host" is not limited to the resident who completed the sign-in; it also includes any other resident the guest has come to visit, and any resident present at the time of a violation. Responsibility for a guest cannot be avoided by having someone else complete the sign-in, or by declining to sign a guest in at all.

Should a guest violate Community Living Standards, the host resident is subject to disciplinary action, and the guest will be asked to leave and may not be authorized to return to The Nest.

The Two-Guest Limit (Applies to All Guests, Combined)

Each resident may host up to two (2) guests at any one time, counted together regardless of guest type. A resident hosting one overnight guest may host only one additional daytime visitor at the same time; a resident may not host two overnight guests, or two visitors plus an overnight guest, simultaneously. This limit is a single shared total per resident, not a separate allowance for each guest type.

Example: A resident who already has an overnight guest registered for the night may host one additional daytime visitor, but not a second overnight guest and not a second daytime visitor.

A unit accommodates the residents to whom it is contracted, plus each resident's individual guest allowance as described above. Overcrowding is a safety concern as well as a matter of community welfare; units exceeding this limit will be asked to disperse, regardless of whether each individual guest was otherwise properly registered.

Sign-In Requirement

All guests, whether visiting during the day or staying overnight, must be signed in by their host resident at the Front Desk. The host resident must present a valid NEIU ID and the guest must present a valid photo ID at sign-in: the host resident presents their NEIU ID, and the guest presents a valid, acceptable form of photo ID, a driver's license, state ID, current passport, or military ID with a visible expiration date. Staff will visually verify both IDs and return them immediately; neither is copied, scanned, photographed, or held at any point.

The guest then completes an entry in the Front Desk Guest Log in their own hand, recording their name and working cell phone number; the host resident records their own name; staff add the date and time. The completed log remains on file with Housing & Residence Life. This log exists so that Housing &

Residence Life can track how many guests are in the building at one time, confirm compliance with the guest limits and overnight frequency limits described in this policy, and identify a returning guest even if their name is entered differently between visits.

The Guest Log is retained for the current academic year only and is purged no later than the end of the spring semester each year, once move-out and check-out processes for the year are complete.

A guest present in The Nest without having been signed in is still subject to every provision of this policy, and the host resident is still responsible for that guest. Failure to sign in a guest is a separate violation in addition to any other applicable violation.

Escort Requirement

Guests must be escorted by their host resident at all times while in The Nest, including in common areas and building amenities. A guest found unescorted, or without a visible placard or ID acknowledgment where applicable, will be escorted to the Front Desk to check out and asked to leave the building. Resistance to leaving will result in NEIUPD involvement and a permanent ban from The Nest.

Access Restrictions

A guest may not use a resident's key, fob, or ID card to access The Nest or any of its amenities under any circumstance, regardless of whether the host resident is present, and regardless of whether the resident gave permission.

Non-Resident Minors

Non-resident minors (under 18) may not visit a resident of The Nest, except during official move-in and move-out days, or as provided under the Minors section of this handbook regarding a resident's own child.

Daytime Visitor Hours

Days	Hours
Sunday – Wednesday	9:00 a.m. – 12:00 a.m.
Thursday – Saturday	9:00 a.m. – 2:00 a.m.

A guest or visitor remaining past the applicable cutoff without being registered as an overnight guest is treated as an unauthorized guest, and the host resident is subject to a policy violation under Checkout Enforcement below.

Overnight Guests

An overnight guest is any guest remaining past standard visitation hours. Overnight guests are subject to every provision above, in addition to the following:

- Overnight guests must register at the Front Desk, completing an application and a signed agreement confirming they understand the policies, procedures, and community standards of Housing & Residence Life. The host resident must be present at the Front Desk during check-in.

- Overnight guests must be 18 years of age or older.
- Guests may stay no longer than two consecutive nights per visit.
- A guest may not be registered as an overnight guest more than six nights in a calendar month, regardless of host or unit.
- At least 48 hours must elapse between overnight stays by the same guest.
- Overnight guests may check in between 9:00 a.m. and 12:00 midnight.

Guests may not be shuffled between units or hosts, and hosts may not rotate who signs a guest in, in order to work around these limits. Any arrangement that has the effect of circumventing these limits is itself a violation, regardless of its form. If this occurs, the guest will be asked to leave The Nest and may not be permitted to return as an overnight guest in the future. The host(s) involved may also face disciplinary action; if the guest is a student, they may face additional disciplinary action as well.

Roommate Consent

Residents must obtain their roommate's signature on the Overnight Guest Registration form each time they host an overnight guest. Staff verify these signatures; forging a roommate's signature is a separate and serious violation, in addition to any violation of the overnight guest policy itself. Residents without a roommate must still complete the form and submit it to the Front Desk. The right of a non-hosting resident to sleep or study always takes precedence over a roommate's privilege to host guests.

Housing & Residence Life may restrict or prohibit overnight guests in a specific unit where roommates cannot reach a reasonable agreement about visitation, and reserves the right to revoke overnight visitation privileges, or change this policy, at any time and for any reason, with written notice to residents.

Overnight visitation privileges are not granted until after the first three weeks of each academic term (fall and spring). Visitation hours may be limited or denied during break periods. Exceptions to any provision of this policy must be approved by the Director of Housing & Residence Life or their designee.

Checkout Enforcement

Beginning at 11:30 p.m., residents will receive a 30-minute warning to escort their guests out of the building. A guest remaining in the building after 12:30 a.m. results in a \$75.00 late checkout fine to the host resident.

If a guest remains in the building after 1:00 a.m., or if a guest's ID is left at the Front Desk overnight, it will be interpreted to mean the guest spent the night. If this occurs on a night when overnight visitation has not been registered or granted, the host resident is charged a \$100.00 improper checkout fine, in addition to any other applicable violation under this policy.

TITLE IX AND RELATED REPORTING RESOURCES

Title IX is a federal law that prohibits discrimination on the basis of sex in any educational program or activity that receives federal funding, including housing. At Northeastern Illinois University, this means sexual assault, dating and domestic violence, stalking, and sexual harassment of any kind are prohibited, and every resident and guest of The Nest is entitled to a living environment free of this conduct.

A resident or guest who experiences or witnesses this kind of conduct is encouraged to report it. Reporting to Housing & Residence Life is one option among several described below, and none of them require the others to happen first.

Where to Report

NEIU Title IX Coordinator

Kaitlin Atlas, Interim Title IX Coordinator
Room C 216, 5500 North St. Louis Avenue, Chicago, IL 60625
(773) 442-5412
titleix@neiu.edu

- [File a report online through NEIU's Title IX reporting form, available on the University's Title IX webpage. Anonymous reports are accepted.](#)
- Contact Northeastern Illinois University Police Department: (773) 442-4100 (non-emergency) or (773) 442-5511 / 911 for an emergency.
- Contact any Housing & Residence Life staff member, who will help connect the resident to the Title IX Office and to on-campus support resources.

Confidential Support (Not Required to Report to the University)

The following resources can provide support without automatically notifying the Title IX Office. A resident who wants to talk something through before deciding whether to file a report should start here:

- Confidential Advisor: (773) 442-4656, (773) 442-5372, or (773) 442-5800 — confidentialadvisor@neiu.edu
- Student Counseling Services: (773) 442-4650
- Student Health Services: (773) 442-5800

Mandated Reporting

Housing & Residence Life staff, including Resident Assistants, Desk Assistants, and professional staff, are mandated reporters under University policy, along with virtually all NEIU employees. If a resident discloses an incident of sexual harassment, sexual assault, dating or domestic violence, or stalking to a Housing & Residence Life staff member, that staff member is required to share the relevant facts with the Title IX Coordinator, regardless of the setting in which the disclosure occurs.

This is different from the confidential resources listed above, which are not required to report. A resident deciding who to talk to first should know which category that person falls into.

[For more information, please visit the Title IX website here for additional information.](#)

Non-Discrimination and Equal Opportunity

Northeastern Illinois University prohibits discrimination and harassment on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, gender identity or expression, disability, military or veteran status, or any other protected characteristic under federal, state, or local law. This commitment applies fully within The Nest, in housing assignments, roommate matching, staff interactions, and the enforcement of every policy in this handbook.

This section addresses discrimination broadly. For matters specifically involving sex discrimination, sexual harassment, or sexual misconduct, see the Title IX and Related Reporting Resources section of this handbook.

A resident who believes they have experienced discrimination on a protected basis may file a complaint under NEIU's Equal Opportunity and Nondiscrimination policy (G1.7), or may bring the concern to any Housing & Residence Life staff member, who will help connect the resident to the appropriate office.

Break Periods & Building Closure

The Nest remains open during Thanksgiving, spring, and other standard University breaks occurring within the term of a resident's Lease Agreement. Residents are not required to vacate their unit during these shorter breaks unless separately notified in writing by Housing & Residence Life.

Winter Break Housing Requests

Winter break is treated differently. Every resident who intends to remain at The Nest during winter break must submit a Winter Break Housing Request form through the eRezLife Resident Portal by the deadline published by Housing & Residence Life each academic year. This deadline will be communicated by email in advance; residents are responsible for submitting the request on time regardless of whether they received a reminder.

A resident who does not submit an approved Winter Break Housing Request by the published deadline is assumed to be vacating for the full winter break period and must complete a full break check-out, including removal of perishables and securing their unit, by the last day of finals week in the fall semester.

Winter Break Housing Requests

Submit through the eRezLife Resident Portal by the date published by Housing & Residence Life each year.

No request on file by the deadline means the resident is assumed to be leaving for the full break.

Late requests may be considered on a case-by-case basis at the discretion of Housing & Residence Life, but are not guaranteed approval, particularly close to or after the building's break transition.

Building Access During Winter Break

A resident's fob and building access remain active during winter break only if that resident has an approved Winter Break Housing Request on file. Access for residents without an approved request may be deactivated for the duration of the break as a security measure, consistent with the Facilities Access provisions of this handbook.

A resident who remains in or enters The Nest during winter break without an approved Winter Break Housing Request is considered an unauthorized occupant.

Exceptions

A resident with a documented need to remain at The Nest despite missing the published deadline, such as a delayed international travel document or a documented emergency, may request an exception in writing to Housing & Residence Life. Exceptions are granted at the discretion of the Director of Housing & Residence Life or their designee and are not automatic.

Modified Services During Breaks

Front Desk hours, Fitness Center access, and other building services may be reduced during official University breaks and closures, including winter break. Any changes to standard hours will be posted at the Front Desk and communicated by email in advance where possible. Emergency and on-call support, described under Front Desk, Mail & Package Handling, and On-Call Support, remain available regardless of break status.

Guest Visitation During Breaks

As noted under Guests, Visitors & Overnight Guests, daytime visitor hours may be limited or denied during break periods at the discretion of Housing & Residence Life, including winter break for residents with an approved Winter Break Housing Request.

Laundry Rooms

Laundry rooms are located on floors two through six of The Nest and are available for use by residents only. Each laundry room has wireless internet access to support the CSC Go app used to operate the machines.

Using the Machines

Machines are operated through the CSC Go app, available in the App Store or Google Play Store. Residents pay for each load through the app rather than with cash or coins. Instructions for linking a payment method and starting a machine are posted in each laundry room.

Laundry Room Etiquette

- **Promptly remove your laundry.** Laundry rooms are a shared, limited resource, and a machine sitting full after its cycle ends prevents another resident from using it. Residents should remove their laundry as soon as a cycle finishes.
- **Do not remove another resident's laundry from a machine.** If a machine's cycle has finished and items remain inside, contact the RA On-Call or Front Desk rather than removing another resident's belongings yourself. Housing & Residence Life is not responsible for damage or loss resulting from a resident removing someone else's laundry.
- **Do not leave personal items unattended.** The Nest is not responsible for any items left unattended in a laundry room, including laundry, baskets, detergent, or personal belongings left while waiting for a cycle to finish.

Safety

- **Clean the lint trap before and after each use.** A clogged lint trap is a fire hazard and reduces dryer efficiency for the next resident. Lint should be disposed of in the trash, not left on the floor or in the machine.
- **Do not overload machines.** Overloaded washers and dryers are more likely to malfunction, leak, or fail to properly dry items, and can trip circuit protection for the room.
- **Do not dry items containing rubber, foam, or flammable residue.** Items such as bath mats, rubber-backed items, or anything recently treated with a flammable cleaning product should be air-dried instead, due to fire risk in the dryer.

Laundry rooms are common areas and are subject to every provision of the Community Living Standards in this handbook, including the prohibition on alcohol in common areas described under Alcohol and Other Drugs.

Reporting a Malfunctioning Machine

If a machine malfunctions, use the CSC Go app to scan the barcode posted on the machine and report the issue directly. Instructions for reporting through the app are posted in each laundry room.

If a Machine Malfunctions

1. Scan the barcode on the machine using the CSC Go app and report the malfunction.
2. Call the RA On-Call, or report it to the Front Desk in person, so staff are aware and can follow up on the repair.
3. Do not attempt to open, unplug, or repair a machine yourself.

The Department of Housing and Residence Life is not responsible for loads affected by a machine malfunction; residents should report the issue promptly using the steps above so staff can follow up with the laundry vendor for service or reimbursement where applicable.

FLOOR MEETINGS, HALL MEETINGS & MANDATORY TRAININGS

Community meetings and trainings are a core part of residence life at The Nest. They are where residents receive policy updates, build community with their floor and building, and meet requirements tied to campus safety and wellbeing.

First Floor Meeting

Every resident is required to attend a First Floor Meeting at the start of the fall semester, led jointly by their Resident Assistant and Housing & Residence Life professional staff. This meeting covers essential building information, including emergency procedures, key policies from this handbook, and an introduction to floor and building staff. A resident who cannot attend the scheduled First Floor Meeting must contact their Resident Assistant in advance to arrange a makeup session.

Floor Meetings

Resident Assistants hold regular floor meetings throughout the semester to share updates, reinforce community expectations, and connect residents with campus resources. While attendance at routine floor meetings is strongly encouraged rather than mandatory, residents are responsible for information communicated at these meetings whether or not they attend.

All-Hall / Community Meetings

Housing & Residence Life periodically holds building-wide community meetings, hosted by professional staff, to address matters affecting all residents of The Nest, such as policy changes, safety updates, or building-wide concerns. Notice of all-hall meetings will be provided in advance by email, shared by Housing and Residence Life staff, and posted at the Front Desk.

Mandatory Trainings

In addition to the First Floor Meeting, residents are required to complete the following trainings during the academic year:

- **Fire and Life Safety Training.** covering evacuation procedures and use of fire safety equipment, typically held in conjunction with the first building-wide fire drill of the fall semester.
- **Bystander Intervention Training.** covering Title IX, consent, and reporting resources, consistent with University-wide Title IX training requirements.

Additional mandatory trainings may be announced during the academic year as required by the University or Housing & Residence Life. Residents will be notified of mandatory training requirements, dates, and makeup options by email.

Non-Compliance

A resident who does not complete a mandatory training and does not arrange an approved makeup session may be referred to the student conduct process and may have a hold placed on their housing account pending completion.

FEE AND FINE SCHEDULE

This appendix consolidates charges referenced individually throughout this handbook; the underlying policy governs in the event of any discrepancy. All charges are billed to the resident's student account and are subject to the Appeals process described elsewhere in this handbook.

Bicycle removal (improperly stored)	\$25.00
Cleaning fine — failed re-inspection	\$150.00 (divided among unit residents)
Noxious odor service charge	\$25.00 or more
Fire safety equipment tampering	\$200.00 per item
Late guest checkout (after 12:30 a.m.)	\$75.00
Improper checkout (unregistered overnight guest)	\$100.00
Fob key replacement	\$30.00
Mailbox key replacement	\$30.00
Lockout charge	\$15.00
Unreturned temporary access (per day)	\$10.00
Emergency after-hours recore (lost/stolen fob)	\$75.00
Unreturned key/fob at check-out	\$30.00 per item
Improper check-out (process not completed)	\$75.00
Late check-out (per day past contract date)	\$50.00
Unauthorized room change	\$50.00
Improper trash disposal	\$25.00 per bag/box/parcel
Early Lease Agreement release	Per published refund schedule — see Lease Agreement Release

ACKNOWLEDGMENT OF HANDBOOK

By signing below, I acknowledge that I have received access to the 2026–2027 Nest Resident Handbook, that I am responsible for reading and understanding its contents, and that I understand this handbook does not constitute a contract and may be amended by the Department of Housing & Residence Life at any time. I understand that the Nest Lease Agreement governs where a conflict exists between the two documents.

Resident Name (Print): _____

Resident Signature: _____

NEIU Student ID: _____

Date: _____