

Summer 2012 Guidebook

Mayflower Hall



Dining Facilities

Burge Market Place dining facility is open from breakfast on Monday, June 4 to lunch on Friday, July 27, 2012. No food may be taken from the dining rooms. Guests are welcome for any meal and may purchase guest tickets at the dining area entrance. Guest prices are \$6.00 for breakfast and \$8.50 for lunch and dinner.

Monday - Saturday

Breakfast 7:00 a.m. - 9:00 a.m.
Lunch 11:15 a.m. - 1:15 p.m.
Dinner 4:45 p.m. - 6:15 p.m.

Sunday

Lunch 11:15 a.m. - 1:15 p.m.
Dinner 4:45 p.m. - 6:15 p.m.
Breakfast is not served on Sunday.



Mayflower Hall is an environment where building access is not restricted to residents only. Residents and the public are free to come and go as they please during certain hours of the day. Our staff is always available to answer any questions you may have. Here are a few of the services offered in Mayflower.

At your service!

The Mayflower Information Desk is open 24 hours a day. The desk phone number is 319-335-2966. We will make every effort to provide you with service and be a source for campus information.

Automated Teller Machine (ATM)

There is a 24-hour automated teller machine (ATM) in the Mayflower lobby. The desk does not cash checks or make change.

Computers

For Summer 2012 all conference residents, UI summer school, and UI intersession students housed in Mayflower will have Internet/ResNet connectivity in their rooms (one port per bed). Detailed instructional handouts will be available at the 24-hour desk, or users may call the ITS Help Desk 319-384-4357. Residence hall/desk staff are not trained to assist guests in computer setup. All users must abide by the UI ResNet Acceptable Use Policy (<http://housing.uiowa.edu/resnet/acceptable-use-policy.htm>). Violation of this policy will result in the termination of an individual summer connection. (NOTE: HAWK IDs/Guest IDs are not needed to access individual internet room ports.)

ITCs (Computer Labs)

The Mayflower Instructional Technology Center (ITC) is available for use by Mayflower summer residents. The ITC is now a self-serve operation. For mechanical problems or paper and toner replacements, please contact the Mayflower 24-hour desk. A resident's prox card will open the room. All users must have a current HAWK ID to access ITC computers. Wireless internet is available to University of Iowa summer school students only, and can be accessed in most Mayflower public spaces. Conference guests do not have access to wireless unless special advance arrangements were made with ITS by the conference sponsor. **Conference Guests:** see your conference sponsor for a HAWK ID/Guest ID to access computers and to obtain login/print privileges.

Construction

University Housing is working on minor construction projects in Mayflower again this summer. The "CD" section will be completely off-line. Construction workers have been instructed not to begin work before 7:30 a.m. and cease work by 7:00 p.m. each day.



All of the construction projects may cause inconvenience (dust, noise, etc.) and could possibly cause disturbances in some rooms, hallways, and lobbies. We will do our best to notify you in advance when construction affecting your room will be taking place.

Custodial Service

The custodial care of your room such as trash removal or towel service will depend upon the arrangements made by your conference sponsor. If towels are provided in your room, please be aware that a set is provided for both you and your roommate (should you have a roommate). Sheets and towels are distributed to your room based on provisions selected by your conference sponsor. Requests for additional sheets and towels cannot be honored.

Damage Policy

Conferences/camps will be responsible for the cost of repairs for any room damages that occur during the time of occupancy as well as for any public space damage that is caused by you or your group.

Elevators

Elevators are located off the main lobby in Mayflower. CD Elevator is off-line to guests/residents for the summer. (Note: the elevators go to either the AB or CD side of the building, not both.)

Entrances

The front and back (access to lot #56) entrances to Mayflower Hall will be open from 8:00 a.m. to 4:30 p.m. daily. Main (front and back doors) entrance prox cards are issued to all Mayflower residents for after-hours building access.

Do not prop open outside entrance doors. When locked doors are propped open, hall security is compromised as non-residents are able to enter at will. If you see a locked door that has been propped open, close it.

Furniture

All University furniture provided in individual rooms at check-in must remain in each room. University Housing prohibits altering lofts during the summer; lofts must remain assembled in the manner in which they were pre-set in the rooms. Please leave mattresses on the beds. Furniture will not be removed from rooms based on occupancy.

Keys

You will be issued a key to your room and a prox. card for the building entrances (for after-hours access) when you check in. You should keep your room doors locked at all times as most thefts occur in less than thirty seconds and are crimes of opportunity. Always keep your key/prox. card with you and double-check that



your door is locked when you leave your room. Never loan your key/prox. card to others. If you lose a key, report it to your building desk as soon as possible. For each lost key or prox card, \$15 will be charged to the master conference bill. Report any thefts to Public Safety immediately at 319-335-5022. Please return your key and prox. card to your building desk when you check out.

Laundry Rooms

There are laundry rooms available for summer guests on all floors of the AB side of Mayflower. Washers and dryers are operated by University of Iowa debit cards only. Machines are not coin operated. Summer school students can charge laundry fees to their University ID. Residents may purchase Hawkeye Select debit cards (that operate the laundry machines) from a vending machine in the Mayflower lobby. Laundry funds may also be added to “board plan cards”. Instructions on how to use the laundry facilities are posted in laundry rooms. Washers are \$1.00 per wash and \$1.00 per load for dryers. Debit cards cost \$1.00 for the initial card. Guests should bring their own detergent and fabric softener.

Liability

The University does not carry insurance on the personal property of any resident. Each resident should determine if his or her personal property is covered by a homeowner's policy; if not, it is recommended that personal property insurance be purchased. We also recommend that participants leave valuables at home.

Maintenance


Regular maintenance work and repairs are scheduled during the summer months. Maintenance and custodial personnel may need to enter your room to repair, replace, or service furnishings. If you have questions about these activities, please contact the 24-hour desk.

Maintenance or custodial problems and maintenance emergencies should be reported to the 24-hour desk as soon as possible. General maintenance and custodial problems will be attended to Monday through Friday during working hours (8am-4:30pm). Emergencies will be responded to on a 24-hour basis. After office hours and on weekends, report all maintenance or custodial problems to the 24-hour desk at 319-335-2966.

Messages and Mail

Messages and U.S. mail can be picked up at the building 24-hour desk. Mail should be addressed as follows:

Your name
Camp/Conference Name
100 Mayflower Hall Room # (if known)
Iowa City, IA 52242



Outgoing US mail is picked-up daily from the building 24-hour desk. If you have any outgoing mail, take it to the 24-hour desk.

Parking

There is no additional charge for summer 2012 parking in Mayflower lot #56. Mayflower parking is available on a daily first-come first-served basis. Parking in metered lots is not free. If you wish to make other campus parking arrangements, please check with the main parking office at the IMU Parking Ramp, 319-335-1475.

Privacy

You will be sharing your kitchen and bathroom with a roommate and/or one or two suitemates of the same gender (persons living in the room on the other side of the connecting doors). In Mayflower, the bathroom door does not lock from the inside, so please consider your neighbor's privacy and knock before entering.

Smoke Detectors

Room and hallway smoke detectors are sensitive to airborne particles including cigarette smoke and hair spray. Intentional activation of any fire detection device will result in disciplinary action. Any problem with a smoke detector should be reported to the Mayflower 24-hour desk. Do not touch/remove smoke detectors at anytime for any reason. Do not hang items from sprinklers and/or fire equipment.

Telephones

Telephone jacks in rooms are active and are equipped for local and campus service. Telephones are not provided in rooms. Guests should bring their own telephones in order to make/receive calls in their rooms. Phone books are available upon request at the desk while supplies last.

Telephone Service (Long Distance):

Any call made to 1-800 numbers (which includes most credit card calls) will have to be placed from a pay phone outside of Mayflower; there is not a pay phone located in Mayflower. Guests may place collect and NON-1-800 credit card calls from room phones and receive local and long distance calls. An alternative solution to enable you to call 1-800 numbers from your room, is to receive a University Authorization Code (UAC) from the ITS-Customer Information Desk on the second floor of the University Capital Centre by presenting a University of Iowa student ID and a photo ID.

Television

The cable service provided in residence hall rooms allows you to receive basic cable channels at no extra charge. If you bring a television and/or coaxial cable with you, hints on how to program your cable-ready television, what to do if your television



is not cable-ready, and the channel guide will be available at the 24-hour desk in your building.

Transportation

Airport Transportation

Airport Shuttle Service:
319-337-2340

Airport Express Transportation:
319-626-5466

Buses

Cambus, 319-335-8633, operates free intracampus service Monday through Friday from June 4-July 27. Cambus has weekend service June 9-July 22. Bus schedules are available at building desks or at: www.uiowa.edu/-cambus/. Iowa City Transit, 319-356-5151, operates regular bus service Monday through Saturday.

Vending

Vending machines for snacks and beverages are located near the Mayflower front entrance. For vending lost money or service, guests should call the phone number listed on the machine. Building desks do not issue refunds.

Policies

Living in a residence hall is a community living experience where all members have certain rights and responsibilities. Any resident/counselor/staff who intentionally commits, incites or aids others in committing any of the following acts of misconduct shall be subject to disciplinary action (including being sent home/asked to leave the halls) by University Housing & Dining and/or The University of Iowa. This applies to any summer resident regarding his/her own actions as well as the actions of student or non-student guests.

1. Unauthorized occupancy or unauthorized entry into any residence hall facility or student room.
2. Interference with the right of access to residence hall facilities or with any contractual right of any person in the residence halls.
3. Individual or group activities within any area of the residence halls that causes a disturbance including hallway sports, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or University property.
4. Harassment, verbal or physical abuse, or the threat of physical abuse, including self-destructive behavior, in the residence halls or at any University Housing & Dining authorized function or event, or other conduct that threatens or endangers the health or safety of any such person.
5. Failure to respond to a summons (verbal and/or written) from a residence hall staff member (including requests to meet to discuss alleged policy violations)



- or other University official and/or failure to follow directions from a UI staff member acting in the performance of his or her duties.
6. Obstruction or disruption of disciplinary procedures, University Housing & Dining administrative procedures, or any University Housing & Dining authorized functions or events.
 7. Tampering with or the misuse of smoke detectors/fire alarms (including sounding a false fire alarm), sprinkler heads, fire extinguishers, fire hoses, or any fire equipment; or limiting egress from the buildings by tampering with exit signs and doors.
 8. Unlawful manufacture, distribution, sale, use, or possession of illegal, addictive, dangerous, or controlled substances (including alcohol) on residence hall property. Empty alcohol containers and drug paraphernalia are prohibited.
 9. Theft, vandalism, misuse or misappropriation of University property or private property, or possession of stolen goods, including the misuse of any type of surveillance cameras.
 10. Any type of guns, paintball guns, bows and arrows, tasers and other weapons are prohibited in residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in the manner of a real weapon is also prohibited in residence halls.
 11. The possession, use or distribution of any type of fireworks, ammunition/gun powder, fuses, or any explosives/combustibles of any kind is prohibited and will result in disciplinary action. Propane tanks may not be stored in the residence halls.
 12. Misrepresentation of identity or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a residence hall or University staff member.
 13. Misuse of room or building keys/proximity cards.
 14. Failure to follow emergency procedures (fire, tornado, etc.).
 15. Loud and disruptive behavior, inside or outside your room.
 16. Setting of a fire or the possession or use of candles or any type of open-flame (including incense) or open filament device.
 17. Conviction of any federal, state, or local crime committed on campus.
 18. Violating the ResNet Acceptable Use Policy (when applicable) found on The University of Iowa web site under “ResNet” or found at: <http://housing.uiowa.edu>.
 19. Violation of a published University campus policy. Published University policies include, for example, the Policy on Violence, the University Policy on Human Rights, and the Sexual Misconduct Policy Involving Students, including Sexual Assault and Sexual Harassment, found at: <http://www.uiowa.edu/-our/opmanual/>.
 20. Engaging in self-destructive behavior.



In addition, the following rules apply to all persons staying in University of Iowa residence halls. Violation of these rules will lead to disciplinary action.

Alcohol

The University of Iowa residence halls are substance-free environments. All summer residents, staff and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in residence halls. Any alcohol found will be confiscated and disciplinary sanctions imposed. Persons found in a room where alcohol is being consumed are subject to disciplinary action whether or not they were drinking. The presence of full or empty alcoholic beverage containers including alcohol “suitcases” is prohibited. This includes containers used as decoration.

Commercial Activities

Commercial activity in the residence halls is prohibited. Food delivery companies may deliver food and non-alcoholic beverage items provided the buyer initiates the order. If you should encounter persons conducting door-to-door sales or solicitation, immediately contact a counselor or the 24-hour desk.

Halogen Lamps

Halogen lamps are considered a fire hazard and therefore are prohibited in the residence halls.

Pets

For reasons of health, hygiene, and maintenance, pets are not permitted in the residence halls. This includes pets that are on a “visiting” or “temporary” basis.

Room Switches/Changes

The conference sponsor, counselor, and the 24-hour desk must approve any room change during business hours before it is made.

Self-Destructive Behavior

Residents/counselors/staff who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary action, including being sent home/asked to leave the halls. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs, the University reserves the right to notify the camper’s parent or guardian or appropriate relative.

Smoking/Tobacco Use

Smoking is prohibited on The University of Iowa campus, both indoors and outdoors. The use of tobacco including smokeless tobacco products and legal smoking products are prohibited in campus buildings, including all residence halls. Counselors/live-in staff members over 18 years of age may possess and are



allowed to store tobacco and legal smoking products but may not use them in the halls. More information on the policy and maps of where smoking is permitted can be found at: <http://www.uiowa.edu/homepage/smoking/smokingfaq.html>.

Visitation

Summer residents are responsible for the behavior of their guests. Guests are not permitted to stay overnight. Individual camps may have additional guest/visitation policies.

Windows and Screens

Due to the potential danger to lives and property and out of consideration for the rights and privacy of others, the following regulations must be observed by all residents regardless of age:

1. Screens are not to be unhooked or removed from windows for any reason. A fee will be assessed for re-hanging screens, as well as additional fees if the screen is damaged.
2. Residents of a room or building are responsible for any objects ejected from windows, fire escapes, or roofs, and are subject to disciplinary action.
3. Windows are not to be used for entrances or exits, except in the case of life-threatening emergencies.
4. Windows should remain closed during periods of high winds and/or heavy rains.

Emergency Procedures

If any emergency arises, help may be summoned by dialing 911.

Tornado/Severe Weather

In the event that a tornado is sighted in or around the Iowa City area, the Severe Weather System whistle will sound a steady three to five minute signal indicating a tornado warning. In addition, a campus outdoor alarm will sound for three minutes. In all residence halls, an indoor message will be aired through the alarm system alerting residents of the warning. The message will play for five minutes and will only replay if there is a change to the warning. All residents should immediately relocate to a safe area, designated as interior corridors on lower levels or basements of all buildings. An "all clear" message will be aired when the tornado warning has expired. Please do not think when the alarms have timed out that the warning has expired. Residents should seek shelter until the all clear has sounded.

Fire

In the event of a fire in a residence hall, use the nearest pull station and evacuate the building immediately. If you hear the alarm sound, evacuate the building immediately. Do not use the elevators.

Security

Please lock your door at all times. Report any thefts to Public Safety, 319-335-5022.



The University of Iowa prohibits discrimination in employment or in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Equal Opportunity and Diversity, telephone 319-335-0705, 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.