

Cavanaugh Hall Expectations 2022-2023

Welcome to Cavanaugh!

There will always be an RA (Resident Assistant) and a Head Staff Member (Rector or Assistant Rector) on duty every night, from 8pm- 7am. Please ask them or call the duty phone at **1-574-631-4485** if you have ANY questions.

Communication with Hall Staff

- Between 8pm and 12am, you can find whoever is on duty around the hall, in their room, or in the Hall Staff Office.
- In case of a minor situation outside of duty hours (i.e. lockouts, assistance with a situation, etc.) residents can first look to see if their RA is home, and if not they can call the duty line 574-631-4485. A Head Staff member will be on the other end.
- Communication with the Rector: The Rector's preferred communication is via email or Slack. If the Rector is home or in the office, you are encouraged to stop by and chat/talk/solve the world's problems.
- The Rector and other members of Hall staff can be contacted via the Slack app.

Overall Policy Highlights

***This is a live sheet and will be updated as is needed.**

Cav Slack

- **Please download the SLACK app.**
- SLACK is our source of in-hall communication! It's a groupchat software that integrates general, inter-community and private chats within one overall community. Each RA will have a section SLACK channel and we will communicate as a hall via the #general SLACK channel and a number of other channels. SLACK is a way of having smaller pockets of communities and individual messaging among the wider community.
- Keep the SLACK respectful, appropriate and uplifting. The SLACK is not the place for open conflict or threatening others. Please always be respectful of others' backgrounds, identities, and opinions.
- YOU CAN CHANGE THE APP COLORS!
- We have a variety of channels in slack that we use frequently:
 - #General: that is general hall information & updates. Mass times, hall council information, club/event promotion, giveaways, funny things that have happened, the occasional tasteful meme, etc. can all be communicated via the general SLACK.
 - **The #General slack channel is NOT for requesting the kitchen kit, asking people to move their laundry, things you want to sell, or generally anything else for which there is a specific channel (see below).**
 - Your section slack for section updates: Keep your section slack poppin! Call out your roommates, have some fun with it because otherwise your RA will be texting herself :(
 - #Meals: for NDH dates & walkovers, a casual "I'm at this table by the picture of asparagus! Come join!"
 - #Marketplace: for buying and selling! Or giving away! Keep any selling and buying out of the #general please.
 - #Class recommendations, interhall sports (by team), #kitchensupplies are all channels you can join to communicate with other Cav women about these specific topics.
 - #photos: fun photos and features of you and fellow Cav women! Keep it fun and classy: we want to see what you're up to!

Open Door Policy

- Please keep your door open when you are home. It assists with ventilation and gives our community an opportunity to get to know you.
- You don't need to keep your door open when you are sleeping.

Common Spaces

- Because we are an older hall, our common spaces are limited and we have a community hallway culture. This means that you will likely find people hanging out in the hallways or studying in the nooks and crannies of our beloved Cavanaugh.

- We have a few common spaces including the Parlor (1st floor), Chaos House (3rd floor) and the CAVe (basement). Additionally, you are always welcome to pray in the chapel (1st floor) and do meditation/yoga in the meditation room (4th floor).
- Challeys: there are two four room quads on the 2nd and 3rd floors. These women have purposefully chosen these spaces above the chapel (get it? Chapel + Alley = challey) so that they can welcome other residents to their spaces. Get to know these women!
- Feel free to use the hallway desks at your leisure. However, please don't leave your items unattended for longer than 30 minutes.

Common Things

- Cav is blessed to have an elevator original to the building, and like Cav, it has character and quirks! When using the elevator, please make sure the door and gate are closed. When getting out of the elevator, make sure to close the gate. If you don't close the gate, the elevator will not be able to go to the next floor that calls it.
- Please don't attempt to open the gate while the elevator is in motion. This will cause the elevator to get stuck between floors.
- Please don't turn the light in the elevator off. If you do, we fear it will not turn back on and the replacement part is a rare antique.
- Cav has community Dyson vacuums available on each floor in the storage closets by the Quad Doors staircase. You are free to use them when you need to. Please make sure to empty the vacuum contents and clean the bottom of the vacuum after each use.
- Each floor of Cav has a community microwave. You are free to use them when you need to. Please be sure to clean the microwave before and after each use. If you are heating something that may splatter, please use the cover that will be stored within the microwave. Also, please don't burn things.

Decorating of rooms

- Holes in the walls are not permitted. Note that certain types of wall adhesives or tape will leave marks and you could be charged by the University at the end of the school year.
- The main door in your room (i.e. the one that has a number outside on the wall) must be able to open 90 degrees.
- In suites with multiple rooms, there must be one central door that can open 90 degrees. Side rooms do not have the same 90 degree requirement with respect to doors leading to the hallway, though hall staff recommends these doors be accessible in case of emergency.

Clearing Hallways

- Hallways should remain clear of belongings at all times for fire safety reasons.
- Hallways are a communal space that should be open for building community and spending time with others, they are not meant for storing personal belongings.
- All belongings should be stored inside your room.
- Each person may leave **one** pair of shoes outside their door at any time. Typically, these will be your shower shoes or snow boots in order to avoid tracking water or dirt inside. Please keep those shoes neat and close to the wall.
- Leaving items such as drying racks, suitcases, or multiple pairs of shoes in the hallway is not permitted.
- After University breaks, there is a grace period of 2 days for having your suitcase or boxes in the hallway while you unpack. All suitcases/boxes must be removed by the time/date announced by hall staff.
- Per university policy, scooters are no longer allowed in hallways, stairways, or common areas. They must be stored inside your room or outside on the bicycle racks.

Prohibited Items

The following items are prohibited in residence hall rooms:

- Personal microwaves, toasters, rice cookers, hot plates, air fryers, coffee pots with hot plates, George Foreman Grills and any other small appliance that should be on this list.
- Candles, incense, matches/lighters
- Weapons of any kind, including firearms, nunchucks, knives, matches, blades, box cutters, or anything not on this list that should be

Trash/Recycling

All residents should take their personal trash outside to the dumpsters.

- We are a dumpster dorm!!! - This is privilege, with great power comes great responsibility.
- Trash bags can be found in the bathrooms or at RA tables.
- The bathroom cans and the hallway cans are not for the trash that accumulates in your room. When your personal trash is full, bring the bag to the dumpsters.
- Please use the dumpster on the ground, not the one you have to access by going up the stairs.
- Please do not leave your trash outside your room for days. If you leave it outside, Hall Staff will remind you, they will NOT take it out for you!!
- Recycling: we have two blue toters in the basement. Please adhere to the directions on the toters. Training videos are available.
- Cardboard: Boxes should be broken down and taken to the cage in the lot. Cardboard recycling is to the right of the dumpsters in the cage.

Kitchen Use

- Kitchenware can be found in the kitchen cabinets. These cabinets are locked. In order to use the kitchenware, please message the #kitchensupplies channel on the Slack to politely ask Hall Staff and Hall Clerks who have the keys. It is your responsibility to go to the room of the Hall Staff/Clerk who says that they're available.
- In order to check out a kitchen key, you will need to turn in your ND ID. When you return the kitchen key along with a picture of the clean kitchen, your ID will be returned to you.
- Best Practice: Food should have your name clearly marked on it. Medicine should not be stored in common fridges and freezers. Please clear your things out after 2-3 days.
- Please do all of your dishes and put them back in the cabinets after use.

Fitness Room

- You are expected to clean down the equipment after use. We love to see you working hard, but we don't want to slip in your sweat! There are paper towels and spray in the fitness room for you to wipe down your equipment.
- We have training videos for how to use the different pieces of equipment. QR codes will be posted in the fitness room to access those videos.

Laundry Room

- Laundry is FREE! This is a privilege (with great power...)
- We STRONGLY encourage you to use one washer and one dryer at a time.
- No need for an appointment. If you are doing laundry at a particularly busy time (before/after breaks, weekends, etc.) please be mindful of those around you. Use only one washer or dryer at a time and be prompt when removing your clothes from the machines.
- Please utilize white board systems to indicate which machine you are using, when you started your load, and your phone number.
- Please be prompt in attending to your completed loads of laundry.
- Please take the lint out of the dryer once you are done with the dryer.
- You are free to hang your clothes in the laundry room but please retrieve them once they are dry. Remove them from laundry room within 48 hours.

Bathrooms

Bathrooms are community spaces. Please love your community by keeping these spaces clean.

- After you shower, please check if you have left any hair. Please put on a glove or grab a paper towel to pick your hair up out of the drain or walls. PS: Hall staff will not clean hair out of the showers. A training video is available.
- IF YOU ARE GOING TO BE SICK....PLEASE PLEASE PLEASE USE THE TOILETS!!!! (not the showers, water fountains, etc...)
- There is a space for shower caddies, PLEASE do not use other people's supplies. (please). You may also keep your shower caddy in your room.
- If you've left a mess (i.e. blood, remaining suds, etc.), please wipe down the shower in order to give everyone a clean shower.

- Please minimize your use of toilet paper (#NoMuffinHands). If you must use a lot of toilet paper, please flush it down in intervals.
- Baby wipes, toilet wipes, tampons, pads and things of this nature WON'T flush down our toilets. #OLDPIPES
 - o Please see the bathroom guides if you are unsure.

Storage

- The storage closets on each floor are for community use; ask your Resident Assistant for the specific location.
- Please put your items away in an orderly fashion, being mindful not to block the door or walkways. Storage is not your 2nd bedroom and should not serve as an overflow of your belongings.
- It should be accessed infrequently, such as before breaks.
- The doors will remain locked, but Hall Staff is not responsible for lost or stolen items. Be sure to clean out storage at the end of the year; failure to do so will result in disposal of your items and disciplinary action.

Parietals (Visiting Hours)

- Visiting hours for guests are from 9 am to 12 am midnight Sunday through Thursday nights and 9:00am to 2 am on Friday and Saturday nights.
- **Again, Parietals are at midnight on weekdays and 2am on Friday/Saturday.**
- Guests are allowed in the basement 24 hours a day. However, the basement is **not** a place for sleeping. If your guests starts to fall asleep in the basement, it's time for them to go home.
- You are responsible for your guest(s). Greet them at the door.
- Food deliveries (door dash, uber eats, etc.) must be picked up outside of LaFortune doors.
- Please don't let people you don't know into the building at any time. Even if they say that they're visiting somebody in Cav, it's that resident's responsibility to let them in.

Overnight Guests

- Students in Cavanaugh may host female overnight guests with consent of their roommate(s), and if they have also registered their guest with the Rector at least 48-hours in advance.
- To register a guest students must fill out an overnight guest registration form which can be found outside the Hall staff office or on the Cavanaugh website. This form must be filled out completely and include the signature of all roommates in a particular room.
- Generally, overnight visitors shouldn't stay in Cavanaugh for more than 3 consecutive days.
- Due to safety and security concerns, guest(s) are not to be left unattended within the residence hall.

Quiet Hours

- We operate under 24 hour courtesy hours, meaning that noise levels should always be respectful.
- There are specific times we designate as quiet hours where noise levels are lessened. From Sunday through Friday morning, quiet hours are from **12 am- 9am**.
- We will have additional quiet hours during finals week. We have 23 hours of quiet hours and one "loud hour" each day of finals week.

Drug/Alcohol/Weapons Policies

Approach to Discipline

In Cavanaugh, we will assume generosity. Hall Staff is here to accompany you and ensure your safety, not get you in trouble.

General Policies

We expect each resident to abide by Indiana state laws and University policies, which prohibit any individual under the age of 21 from possessing or consuming alcohol. Any violation of these standards may result in disciplinary action.

Prohibited Behaviors

In accordance with University policy, no Cavanaugh resident or guest is permitted to transport, possess or consume alcohol in excess of 14% (by volume), play drinking games, take shots, carry open containers in common areas, or provide

alcohol to anyone underage. Students of legal age who choose to drink must do so responsibly. **Intoxication, regardless of age, is never permitted and will result in conduct outcomes.**

Transport of Alcohol

Students of legal age may transport alcohol in public areas of campus or residence halls only in an amount consistent with responsible consumption. When transporting these beverages, the containers must be closed and in suitable packaging such that the contents of the package are not easily identifiable as alcohol. Open containers are not permitted in any common areas of the residence hall or anywhere else on campus.

Smoking

Smoking is not permitted anywhere in the residence hall or university buildings. Smoking may not occur within 25 feet of any University building. If you are going to smoke outside, please be courteous of your fellow residents and ensure that you are not near a window and that the smoke is not being circulated back into the residence hall.

Other Drugs

Students found responsible for possession or use of illegal drugs or controlled substances, the unauthorized possession or misuse of prescription drugs, or the possession of drug paraphernalia shall ordinarily face disciplinary action from the University, including the option for dismissal. Students found responsible for distribution of illegal drugs and substances, including the illicit redistribution of prescription drugs, shall ordinarily face permanent dismissal from the University. In the state of Indiana and on the Notre Dame campus, Marijuana is prohibited and will be treated as an illegal drug.

Community Living

Cavanaugh prides itself on harmonious community living. Much of that has to do with an investment in the life of the hall. You are encouraged to join Hall Council, Spiritual Life Council, Interhall Sports teams, Big/Lil, Music Ministry, Wellness groups, etc. and enter into life as a Cavanaugh woman.

As in all families, there will be times that are a little off kilter and not so harmonious. In these times (i.e. arguments with roommates, disagreements on political issues or hot topics), it is best to work through it with open communication and transparency. Lead with love and assume good will of every Cavanaugh community member. Our mission is always to **love each other well** because #CavLovesCav.

Policy on Discrimination

Our hope is that every resident in Cavanaugh feels seen, known, and loved. As such, discriminatory speech/behavior will not be tolerated and any incident of discriminatory treatment should be referred to hall staff. Cav is your home and we hope you feel a sense of belonging here. We are a community that upholds the dignity of every human person and with that, Cavanaugh is committed to being a home for all people.

This is not an exhaustive list and does not cover all of duLac. So please familiarize yourself with community standards at the following link, <https://dulac.nd.edu/community-standards/>.

Cavanaugh Hall Expectations Signature Sheet

Expectations Available online and from your RA

These guidelines are not exhaustive.

Please refer to [du Lac: A Guide to Student Life](#) for a complete explanation of University policy.

--Please read all emails from Hall Staff--
You are accountable for all information included in emails from the Rector, ARs and RAs.

By my signature I agree to adhere to the guidelines presented at the town hall and in my section meeting. I understand that these guidelines are not exhaustive and I am expected to refer to du Lac: A Guide to Student Life for a complete explanation of university policy. I also understand that I am expected to read all emails from Hall Staff and that I am accountable for all information included in emails from Rector, AR and RAs.

Resident Name (Please Print): _____

Room # _____ **Section** _____

Signature _____ **Date** _____

RA Name (Please Print): _____

RA Signature _____ **Date** _____

Rector Signature _____ **Date** _____