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# A Description of the Residence Halls in the Institutions Under the Jurisdiction of the Illinois Teachers College Board

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A DESCRIPTION OF THE RESIDENCE HALLS  
~~IN THE~~  
IN THE INSTITUTIONS UNDER THE JURISDICTION OF THE  
ILLINOIS TEACHERS COLLEGE BOARD

A Study  
Presented to  
Eastern Illinois State College

In Partial Fulfillment  
of the Requirements for the Degree  
Master of Science in Education

by  
Elizabeth Sue Morrison  
August 1955

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CHAPTER I  
INTRODUCTION

This study proposes to provide a description of the operation of residence halls in the state colleges in Illinois in 1954-1955. Information was secured with regard to five areas: (1) physical plant, (2) costs and eligibility for residence, (3) services, (4) staff, (5) student government.

Data were obtained by sending a questionnaire to each of the twelve residence hall directors, three at Eastern Illinois State College, four at Illinois State Normal University, three at Northern Illinois State College, and two at Western Illinois State Teachers College. In this report the colleges are not identified. When clarity demands some sort of identification, they are referred to as A, B, C, D. One hundred per cent response was received, consequently information is presented on seven residence halls for women and five residence halls for men.

A copy of the questionnaire is in the appendix to this paper. On page two there is a table showing total enrollment and residence hall accommodations at each institution.

Enrollment and Residence Hall Accommodations at the Four Colleges in 1954--1955

Enrollment				Residence Hall Accommodations					
College	Men	Women	Total	No. of Men's Halls	Capacity of Halls	No. of Women's Halls	Capacity of Halls	Total No. of Halls	Total Capacity of Halls
A	1,162	1,224	2,386	1	374	2	351	3	725
B	1,110	766	1,876	1	204	1	185	2	389
C	1,107	1,393	2,500	2	213	2	416	4	629
D	967	630	1,597	1	160	2	249	3	409

## CHAPTER II

### PHYSICAL PLANT

It would be difficult to name a typical residence hall in the state colleges in Illinois. Structures vary with three halls being made of stone, eight of brick and one of concrete. The oldest hall was built in 1908 and the newest in 1955. Seven halls have four floors, four have three floors, and one has five floors. The number of student rooms varies from twelve to 187 with an average of 87. Capacities of the halls vary from 52 to 374 with an average of 184.

Three halls have single, double, triple, and quadruple rooms. Two have single and double rooms; six have double rooms only. One hall has all double rooms except for two triple rooms and a quadruple room in the basement. Student rooms vary in size. Double rooms in six halls range from 120 square feet to 256 square feet with an average of 177 square feet. Single rooms in three halls range from 120 square feet to 150 square feet with an average of 138 square feet. In all twelve halls the room resident is primarily responsible for care of the rooms. In three halls the maid or janitor cleans once a week. In one hall a janitor cleans each room daily. Dusting, washing windows, sweeping rugs and floors is the extent of janitorial cleaning.

Three halls maintain separate study rooms. On the third floor of one hall the study room adjoins a sleeping dormitory.

Bedroom furnishings vary with the different halls. All twelve furnish beds, chairs, closets, mirrors, and desks. Ten furnish pillows and drapes; nine, lamps and wastebaskets; eight, book cases, bedspreads, blankets, and bed linen; six, bulletin boards; four, mattress covers, and towels; two wash basins in rooms; and one, rugs.

Information was secured about bathroom facilities in seven of the twelve residence halls. The average number of residents per lavatory is five; per toilet is seven. Six of the seven halls have showers with an average of eight residents per shower. Five halls have bathtubs with an average of 23 residents per tub. Ten halls report that bathrooms are cleaned once a day. In one hall they are cleaned twice a day and in a third hall, once a week. In four cases maids are responsible for the cleaning. This cleaning is the responsibility of the janitors in five halls, and in two halls a housekeeper or janitress cleans. In one hall student help is responsible for cleaning bathrooms.

Lounge areas range in number from one to twelve with an average of five per hall. These lounge areas vary in size. Alcove spaces average 400 square feet and parlors and recreation rooms average 1,584 square feet.

These areas are open to visitors in three halls during hall hours from 8:00 a. m. to 10:00 p. m. One men's hall has 3:00 p. m. to 5:00 p. m. hours for women visitors. Three halls did not report on visiting hours.

Lounge areas for the most part are available for TV, card playing, dating, reading, listening to the radio, or playing the piano. Smoking is allowed in eleven of the twelve main lounges.

Five residence halls have guest rooms. One hall charges \$.50 per person per night, three halls charge \$1.00, and one hall charges \$3.00 per person and \$5.00 per couple for use of the guest room.



CHAPTER III  
COSTS AND ELIGIBILITY FOR RESIDENCE

In figuring the cost of residence hall living, room and board, hall dues, room deposits, breakage fees, and key deposits should be considered.

Room and board in eleven residence halls ranges from \$540. per year to \$700. with an average of \$587.45 per year. The twelfth hall where no meals are furnished charges \$72. a year for room. Room and board are paid by the year, semester, or month or by the year, quarter, or month. In the residence hall where no meals are served, room rent is paid every two weeks, or every month. In three halls if a resident leaves before the end of a quarter or semester, only board will be refunded.

Hall dues range from \$1.00 to \$5.00 per year with an average of \$2.34. One hall charges no dues. In five halls dues are paid by the semester; in three halls, by the year; and in three halls, by the quarter. In one women's hall dues are refunded if a resident moves out.

All twelve halls charge a room deposit of \$10.00. In five halls this is paid once, and in seven it is paid every year. In nine halls the deposit is refunded when a resident moves out of the hall, with a deduction if there has been

any damage to the room or its furnishings. In none of the halls is there a special fee charged in advance to cover possible damage.

Six halls charge a key deposit. Five halls charge \$1.00 and one hall, \$.50. This is paid at the beginning of the year. Four halls refund the amount of the key deposit with the return of the key at the end of the school year.

#### ELIGIBILITY FOR RESIDENCE

In three of the twelve residence halls only students with a C average are eligible for rooms. In one hall juniors and seniors live; in one hall only sophomores are accommodated; in one hall only freshmen are admitted; and in one hall the per cent of the total number of women in college determines the classification. In two halls a limited number of upper class or graduate students can be accommodated according to the total enrollment. One hall houses freshmen and 32 honor residents, and one hall houses sophomores with 17 honor residents.

In eight halls rooms are assigned on the basis of the application date. In one hall rooms are assigned by classification. In three halls the girls living in the rooms have preference. If they do not wish to keep their rooms, they are reassigned in order of the date of application or according to seniority.

## CHAPTER IV

### SERVICES

#### Laundry

In nine halls some laundry is done at college expense. Three halls did not report on items laundered. One hall indicates no laundry is done. In seven halls bed linen is laundered weekly. In four halls towels and bed linen are laundered weekly. In three halls where bed linen and towels are laundered weekly, blankets and spreads are washed once a quarter while in three more halls this is done once a year.

#### Food Service

One hall has no food service, therefore reports cover eleven residence halls.

Eleven halls serve three meals a day seven days a week, although in four halls only "sack" lunches are available on Sunday evenings, with a buffet supper replacing the sack lunch occasionally in one hall. In two halls tickets are required for obtaining sack lunches.

Eight of the eleven reports show that breakfast is served cafeteria style. The average range of time the dining room is open for breakfast is from 6:45 a. m. to 8:30 a. m. during the week and from 7:45 a. m. to 9:00 a. m. on Friday, Saturday, and Sunday. The dining rooms are open for lunch on the average at 12:10 p. m. with the serving starting in

two residence halls at 11:20 and closing in two at 1:00 p. m. In only two instances is lunch served cafeteria style. Dinner is served between 5:30 p. m. and 6:30 p. m. with the usual hour being 6:00 p. m. On Friday and Saturday dinner is served at 5:30 p. m. generally.

The dietitian is primarily responsible for food preparation and service in eleven halls. In three halls the dietitian is responsible to the director of auxiliary enterprises; in three halls, to the business office; and in four halls, to the director of food services.

None of the halls has full-time waiters or waitresses. Five of the halls use resident workers only. In three halls there are non-resident as well as resident workers. Two halls use non-resident workers only. One hall did not report on this item. Hours worked by part-time employees range from ten to eighteen a week with an average of fifteen. In four halls student help work for meals. One hall did not report, and in six halls wages range from \$.50 to \$.80 an hour with an average wage of \$.70.

In all the residence halls student employees wash dishes. In ten halls they wait on tables and dry dishes. Student workers help with food preparation in nine halls, with students fixing "sick" trays in one hall only. Student workers help with inventory and filing in one hall.

In nine halls non-residents cannot pay board and eat in the dining room regularly. One hall seldom has non-residents eating in the dining room, but it is possible for them to do so. In one hall non-residents may pay board and eat in the hall regularly if there is room, and if they are on the waiting list of the hall. Usually not more than five persons can be accommodated under this arrangement.

Seating capacities of the dining rooms in the halls range from 52 to 276 with an average of 172.

All but three halls check in advance the number who will be missing from meals. Either signout sheets are used or the hostess takes a count by the showing of hands.

Nine halls reported on guest meals. The number of guests who can be accommodated at a given meal varies. Three halls set a limitation. In five halls a student may have an unlimited number of guests, while in one hall a student may have an unlimited number of guests only on weekends.

Prices of guest meals vary. Breakfast ranges from \$.35 to \$.65 with an average of \$.45. Lunch ranges from \$.50 to \$.85 with an average of \$.64. Dinner ranges from \$1.00 to \$1.25 with an average of \$1.02. In ten of the halls dinner is \$1.00 while in one it is \$1.25.

Ten reports were received on the meals that guests may eat in the dining room. In eight halls guests may eat at any meal. In one hall guests may eat only on weekends, while in

another guests may eat on Wednesday nights as well as weekends.

In three halls the student notifies Food Service of guests; in three this is the responsibility of the desk girls, and in five halls the resident director or assistant notifies Food Service of guests.

Eight of the eleven halls maintaining food service reported on how far in advance Food Service requires notification of guests. In four halls no special time is required for notification. One hall requires one hour notification on Sunday. In one hall one hour is required for all meals, in another, twenty-four hours is required, and in a third hall notification is required a meal ahead of time.

Six halls do not allow smoking in the dining hall at any time. In three halls smoking is allowed on Wednesdays and Sundays at dinner. One of these halls also allows smoking at breakfast. In one hall smoking is allowed only on special occasions, while one hall allows smoking at all meals.

In all the halls regular school attire is appropriate for lunch and dinner with the exception of Sunday dinner and/or Wednesday dinner when ties and coats--hose and heels should be worn. In two women's halls jeans and slacks may be worn to meals Friday night and all day Saturday, while in one women's hall no jeans or slacks may be worn to meals at any time.

### Janitorial and Maid Service

All halls have some janitorial or maid service. Six halls have housekeepers under civil service who work a forty hour week. Three of these halls have one housekeeper each; one hall has two, and two halls have one housekeeper between them. Five of the housekeepers are responsible to the director of the hall, and one is responsible to the director of buildings. Duties include supervising the maids, assisting with housekeeping, care of linen, and supervising general cleanliness of the building. Only two reports were given on salaries. These range from \$160. to \$210. per month with an average of \$185.

Six residence halls employ full-time maids who work a forty hour week. Five halls have two maids each, and one hall has three. In three halls where there is no housekeeper the maids are responsible to the director of the hall and in three halls they are responsible to the housekeeper. Duties include general cleaning of the building. Wages average \$173. per month.

Eleven halls have janitorial service. In one hall there are four part-time janitors; in two halls one janitor serves both halls; and in eight halls there is one full-time janitor in each. In six halls the janitors are responsible

to the hall director; in three halls to the superintendent of buildings, and in two halls, to the head janitor on campus. Janitorial duties include heavy cleaning, changing light bulbs, minor repairs, and general cleanliness of the building. Of the five halls reporting on wages, the average wage is \$243. per month. The part-time janitors receive from \$25. to \$35. a month.

Eight halls employ student houseboys who work part-time. The average number of houseboys to a residence hall is two. The average wage is \$.75 per hour. Work loads range from ten hours per week to twenty with an average of sixteen. Houseboys are responsible for sweeping, scrubbing, heavy work, and general cleaning. In six cases houseboys are responsible to the director. In two cases they are responsible to the housekeeper.

An overall picture of the cleaning staff shows that two halls have services of a housekeeper, maids, a janitor, and houseboys. Three halls have services of housekeepers, a janitor and houseboy. Two halls have janitors only. Two halls have maids and janitors. One hall has janitors and houseboys. One hall has a housekeeper, maids and a houseboy. One hall has maids, janitors, and houseboys. Two of the men's halls have the services of maids and housekeepers.



Equipment and Facilities

The following equipment and facilities are available to students in the majority of the residence halls:

ITEM	NO. OF HALLS
magazines	12
newspapers	12
washers	12
coke or pop machine	11
candy machine	11
cigarette machine	11
piano	11
brooms	11
mops	11
radio	10
phonograph	10
tubs	10
kitchenette	9
luggage storage	9
dryers	9
irons	9
records	8
ping pong equipment	8
floor wax	8
money for change	7
clothes drying lines	7

In a few (six or less) of the residence halls the following items are also available: sewing machine, catering service after hours, TV, books, sheet music, stamps, postcards, athletic equipment, game equipment, dry cleaning and laundry pick up service, sweeping compound, detergent, sweepers, kitchen utensils.

## CHAPTER V

## STAFF

Directors

Replies to the questionnaire indicate that the chain of command varies from college to college and within the colleges themselves.

In three instances the chain of command is: President--Dean of Students--Dean of Men (or Dean of Women)--Hall Director.

In five instances: President--Dean of Men (or Dean of Women)--Hall Director.

In two instances: President--Hall Director (Men's Hall), or President--Dean of Women--Hall Director (Women's Hall).

In two instances: President--Dean of the University--Dean of Women--Assistant Dean of Women (Director of Residence Halls)--Hall Director.

Ten of the twelve halls are under jurisdiction of the college business manager. The remaining two are under the jurisdiction of a residence hall business manager. In seven of the twelve halls the hall director is in charge of ordering supplies, replacing equipment, or ordering equipment.

Eight directors hold the degree Master of Science or Master of Arts in Education. Six of the eight indicated guidance as their major field of emphasis in graduate work. One director has an A.B. in social science, with two years of graduate work completed. One director has a B.S. in Ed. and is working on an M.S. One director has a B.A. in chemistry and an M.A. in sociology. One director has a B.S. in industrial arts and is working on an M.S. in that field. Of the eight directors with a master's degree, five indicated undergraduate majors in one of the following fields: biology, journalism, history, sociology, and elementary education.

Residence hall directors have a range of experience from one year to seven with an average of three and a half years.

Three hall directors did not indicate their salaries. Of the remaining nine directors, cash salaries range from \$2,400 for nine months to \$5,400 for twelve months with an average of \$4,204 for twelve months. These salaries are plus maintenance. Seven directors are employed on the twelve month basis; one on a ten month basis; and four on a nine month basis. All seven directors employed on the twelve month basis are in residence during summer school. The director on the ten month basis is not in residence during the summer session. Two of the four directors

employed on the nine month basis come back for summer school. This is optional with one, and the fourth does not come back.

Eleven of the twelve directors have apartments with private baths. The twelfth director has a room with private bath. Six have private telephones (outside line) and six have calls going through a switchboard.

Five directors are on the college teaching staff with the average teaching load one course during the quarter or semester.

#### Assistant Directors

One men's hall and five women's halls have assistant directors. Only one college has assistant directors in all residence halls.

Four of the six assistant directors are graduate students with Bachelor of Science degrees in education. Three indicated undergraduate emphasis on business education, mathematics, or music. All four have almost completed work on their Master of Science degrees with two specializing in guidance, one in education, and one in mathematics. None receive scholarships. The fifth assistant director has a Master of Science degree with emphasis in music and does full-time teaching. There is no report on the educational background of the sixth.

Two of the six have had no previous experience in residence hall work. Three of the remaining four have had two years experience, and the fourth has had one and one-half years of residence hall experience.

All six assistant directors receive room and board. Four receive a salary in addition. In two cases this salary is \$40. a month. Information was not given with respect to the other two. The assistant doing full-time teaching receives a salary, but not in relation to hall responsibility.

Living accommodations vary. Two assistant directors have apartments. Two have single rooms with private baths. One occupies a double room, and one shares a double room with an undergraduate. One assistant director has a telephone in her apartment.

#### Student Counselors

A greater number of residence halls employ student counselors than employ assistant directors. Three of the residence halls have neither an assistant director, nor a student counselor. Three have both. One college employs student counselors in all of its residence halls. Of the seven halls employing student counselors, six employ undergraduate students and one employs graduate students.

In addition to the seven halls employing student counselors, one residence hall uses the services of two appointed proctors who may be graduate or undergraduate students.

The range of students per student counselor is from 51 to 160 with an average of 93.

In two halls the student counselors hold scholarships. None receive specific training. In five halls student counselors receive room and board for their services and in two halls, a salary of approximately \$25. a month.

In all but one hall the majority of the student counselors live in double rooms with roommates. In one hall the student counselors live in the "barn" (dormitory) area with the freshmen.

In three of the seven halls, the student counselors carry hall keys. All the student counselors in the women's residence halls keep the same hours as the students. No special privileges are granted student counselors in any of the halls.

### Receptionists

Eleven of the twelve halls employ receptionists who are responsible for sorting mail, answering telephone calls, giving information, checking out equipment, greeting callers, and taking messages. In four of the halls the receptionists are responsible for a switchboard. In two cases the

receptionist is responsible for locking the residence hall at closing hours.

The receptionists are students who work part-time. The average number of receptionists per hall is nine. In three halls there are full-time secretaries in addition to the part-time student help. These civil service employees, in addition to working at the desk, do secretarial work for the director and hall organization. Part-time student workers earn from \$.40 to \$.75 per hour with an average wage of \$.65.

Residents are notified of callers or telephone calls by a buzzer or intercommunication method. In all but two cases a return signal from a room that has been buzzed is registered on a master panel at the desk. In two cases the resident uses the intercommunication system after the room has been buzzed.

The number of outside telephone lines in the halls ranges from one to five with an average of three. In one hall there are no extensions (this hall houses 52 students), and in one hall there are ten extensions. The average number is five. The average number of pay telephones per residence hall is one.

Information was not received from four halls on the hours there is someone on duty at the main desk. In eight halls the receptionist keeps the desk open from 7:00 a. m. to 11:00 p. m. on an average during the week, and from 7:00 a. m. to 12:30 a. m. on weekends.

### Duties

As was mentioned earlier, six of the twelve halls have assistant directors. In four of these halls the director and assistant alternate weekend duty. In one hall the director has one day a week and one weekend off a month. The assistant acts as relief and can be away at anytime convenient to the director. In the sixth hall the director has one weekend off a month. Any other time off is arranged at the convenience of both the assistant and the director. Of the six halls without assistant directors one did not report on weekend arrangements. In the remaining five halls the directors have very little time off. In one hall the director is on duty except when out of town when the assistant dean acts as a relief person. In another hall the director has two weekends off per semester. In a third hall if the director is gone the student counselors take over. In another hall the director has a night off occasionally.



In the last hall there is no weekend policy set up. The director is on duty at all times. There have been two exceptions to this in the last two years.

Usually the director handles most of the disciplinary cases. Most of the directors prefer to let the student governing body assume some responsibility. However, it is up to the individual director and self-governing group as to the degree of responsibility the students assume. Usually it is up to the discretion of the director if problems are referred to the Dean of Men or Dean of Women. "Serious" cases are referred. Two directors did not report on disciplinary action.

Only one report was received on the assistant director and his responsibility concerning discipline. In this case the assistant is responsible for maintaining quiet hours and checking rooms.

Four reports were received on the student counselor and his role in disciplinary action. In general they make recommendations to the director and are responsible for maintaining quiet hours.

Concerning jurisdiction over the dining room, six directors stated they work in cooperation with the dietitian on noise, dress, conduct, and food service in the dining room. One director acts as hostess. One stated he is in

complete charge of the dining hall; one has jurisdiction over standards of dress and conduct only; and one employs waitresses and pantry girls and sees that there is proper service in the dining room. One director did not report on jurisdiction over the dining room.

Secretarial work in general is divided between the director, assistant director, student counselor, and secretary. Four halls have full-time secretarial help working forty hours a week. In two of these halls wages range from \$190. a month to \$200. a month with an average of \$195. a month. In two halls the directors do the secretarial work. In one hall the student counselor is responsible for the majority of the secretarial work. She receives room and board as student counselor and works in the office approximately eighteen hours a week. In two halls part-time secretaries work from three to eight hours per week averaging five hours and receive an average wage of \$.73 per hour. In one hall the director and student counselor do the work. In the remaining hall the director with the aid of two student helpers is responsible for the secretarial work. These students receive \$.55 per hour and work sixteen hours a week.

In case of the illness of a student the college Health Service is notified. In eight halls the director takes

care of this; in one hall this is the responsibility of the student; in one hall the secretary takes care of notification; and in two halls the assistant director or the director may notify the Health Service.

In four cases the Health Service notifies the hall when a resident is ill. In one college the Health Service notifies the Dean of Men. Two directors reported that the Health Service occasionally notifies the director of illness. Five halls are not notified of residents who have been sent back to their rooms because of illness.

Generally a limited amount of first aid can be administered in the hall. In nine halls minor first aid is given. In three halls none or practically none is given. Of the eleven halls handling first aid, in three halls only the director gives out first aid supplies. In three halls these supplies can be checked out at the desk. In one hall the secretary dispenses supplies; in three halls the director, assistant director, student counselor or proctor gives first aid. One hall did not report on this. Typical supplies include bandaids, tape, aspirin, ice bag, heating pad, gauze, cough medicine, iodine, burn ointment, and cold pills.

When anyone is too ill to eat in the dining room, trays are available in all eleven halls having food service.

These trays may be picked up upon presentation of a tray slip authorized by someone on the staff. In three halls the director signs tray slips; in five halls the director, assistant director, student counselor, and proctor may sign these slips. In one hall the student counselor alone is responsible for this, and in one hall the student is sent to the Health Service for authorization to have a tray. In one hall anyone can sign a tray slip.

Miscellaneous duties shared by the director, assistant director, and student counselor:

<u>ITEM</u>	<u>Director</u>	<u>Assistant Director</u>	<u>Student Counselor</u>
Concels individuals	12	3	3
Advise house council	11	3	3
Replenishes office supplies	10	2	2
Supervises hall social program	10	4	4
Posts notices	10	5	6
Inspects rooms	9	3	4
Issues keys	9	4	2
Authorizes guest linen	8	4	3
Determines prices of a broken article	8	1	1
Registers guests	7	3	3
Issues first aid supplies	7	4	4
Signs overnight permissions	6	4	2
Writes room and board bills	6	3	2
Issues late leaves	5	4	2
Checks exits	2	3	4
Locks doors	2	1	2
Records late leaves	2	2	1
Records unauthorized lateness	2	2	1
In charge of intramural program	1	1	1
In charge of student employee time sheets	1	1	1

Miscellaneous duties shared by the director and assistant director:

<u>ITEM</u>	<u>Director</u>	<u>Assistant Director</u>
Takes care of occupancy chart	9	2
Assigns rooms	9	7
Keeps personal rating sheet	8	1
Handles guest money	7	3
Handles room deposits	7	1
Keeps scholastic record	6	1
Keeps test scores	6	3
Handles room applications	5	1
Keeps health record	5	1
Records extra curricular activities	4	2
Plans orientation program for freshmen	1	1

In addition to the duties described or listed in the preceding pages it was found that directors supervise repair work and cleaning and ordering supplies for the maintenance of the building.

Special reports and forms in use in the halls to help facilitate hall operation are:

<u>ITEM</u>	<u>NUMBER OF HALLS</u>
Housing contracts (both men's and women's halls)	10
Table seating chart (both men's and women's halls)	6
Daily signout sheets (women's halls)	7
Parental consent blanks (women's halls)	5
Weekend signout sheets (women's halls)	6

CHAPTER VI  
STUDENT GOVERNMENT

Chairmen, Officers and Committees

All twelve halls have governmental organizations. One hall has elected corridor representatives, judicial and social committee members. One hall has a house council of eleven members--nine sophomores and two seniors; a social council of fourteen members--twelve sophomores and two seniors; and a personnel council of eight members--six sophomores and two seniors. One has an organization consisting of a president, vice president, secretary and treasurer on each of three floors, coordinated by a hall president. The remaining nine halls have the four traditional officers--President, Vice President, Secretary, and Treasurer. In addition to these officers one hall has two social co-chairmen; eight halls have corridor or floor chairmen ranging in number from five to eighteen with an average of nine per hall. Other personnel to be found on councils are art, social, music, scholarship, sports, publicity and food chairmen, and reporter, table arranger, and dining room hostess. The number of total council members ranges from six to nineteen with an average of fourteen.

In eight halls offices are held for one year. In three halls for one semester, and in a third hall the amount of time that is served depends upon the office.

In the majority of the halls council members are elected by the hall at large. In one hall they are elected by corridors. One hall did not report how members are chosen. In one hall members are elected to the council, and they appoint the remaining members.

There seemed to be general agreement on the extent of authority of house councils. Council duties in the eleven halls that reported are similar. In general the hall council advises and recommends action on which the hall residents vote. The council helps regulate social activities and decides how funds shall be spent. The council receives suggestions and complaints, helps set standards for the hall, and acts in matters of discipline such as proper conduct and dress in the public lounges and dining room. From the majority of reports received, it appears that the directors are in agreement that councils should be allowed to accept as much responsibility as they can assume without running into conflict with college regulations and rules. In five halls the council can buy equipment without written permission from the director. In seven halls they cannot.

The frequency of council meetings varies from once a week to once a month with an average of twice a month. In two halls meetings are held on call and are not scheduled. In the majority of halls, meetings are held early in the week on Monday, Tuesday, or Wednesday.

In seven halls corridor chairmen act as liaison between council, director, and corridor. These corridor chairmen are usually undergraduates. In three halls appointed proctors are on the council. Two halls have undergraduate floor representatives.

Seven of the twelve halls reported on the number of residents on the average committee. This number ranges from four to ten with six as an average. In four halls chairmen are elected, in four they are appointed. Also chairmanships may be gained through written application in one hall. Five of the nine halls reported on how committee members are chosen, indicating that they are appointed, usually by the hall council. In six halls students who are interested may sign up for committee assignments.

Eleven halls have a social committee. Seven have food and publicity committees; five have athletic and orientation committees; three have music and scholarship committees; two have a judicial committee; and one hall has advisory, health, art, and secretarial committees. Most committee meetings are arranged on call or whenever necessary. They seldom meet regularly.



### Social Activities

Social activities in the residence halls cover a wide range of events. Eleven halls hold open house at one time or another during the year. Ten halls have exchange dinners with other halls, have all "Hall" parties, and invite faculty guests. Eight halls hold record dances; six have teas; five sponsor all school dances; three halls sponsor weekend movies and have special birthday dinners. Two halls celebrate the anniversary of the starting of Food Service in the hall. Other types of social activities listed are: coffee hours, ice cream socials, "Pixie" Week, parties with men's organizations, and special Mothers' Day and Dads' Day parties.

Four halls have an organized sports program within the hall, while eleven halls participate in all school intramural programs. All twelve halls support or encourage participation in Homecoming. Nine halls participate in college stunt night, one hall takes part in a May Fete, and three halls participate in a carnival.

In ten halls the social chairman and committee plan social activities. In one hall this is the responsibility of the assistant director, and in one hall the entire house council is responsible for these plans. In seven halls the director supervises social activities.

In one hall the social committee supervises; in one hall the assistant director is in charge of supervision of activities; in one hall the Dean of Men and the Director are responsible for supervision; and in two halls the director and the assistant director supervise social activities.

### Fire Drills

Seven of the twelve halls require fire drills. Their frequency varies from one a month as reported by three halls to one or two a semester as reported by two halls. Two halls indicated no special frequency. The hour for a drill varies from "anytime" as indicated by three halls, to after closing hours as indicated by three halls.

Fire drill procedure is similar in all halls reporting drills. The windows are to be closed, lights turned on, coats and shoes put on, doors shut, and residents instructed to exit by certain stairways. Roll is usually checked by a fire marshall or captain before residents are allowed to return to their rooms.

### Privileges

Smoking is allowed in all of the twelve halls. In four it is restricted to specified rooms. In two halls smoking is allowed anywhere but in the dining room. In one, anywhere but the dormitory (sleeping quarters); and in one anywhere but in the main lounge, corridors, and bathrooms.

In four halls smoking is allowed anywhere in the hall.

In six of the seven residence halls for women, sunbathing is allowed. In five of these halls sunbathing is restricted to sun decks or special areas.

In all twelve halls students are allowed to have their own radios. In nine halls fans are allowed; coffee makers can be used in three halls; irons may be used in rooms in four halls; and in three halls popcorn poppers may be used. These appliances may be used free of charge in all halls.

There is no restriction on the possession or use of cars by students living in residence halls. Only one hall does not have a parking area near the hall. At only one hall are there restrictions on parking hours during the day when space is reserved for faculty members. Two halls specify that some parking areas are reserved for those other than students, and three halls mention parking is a problem because of lack of space.

Four of the seven residence halls for women reported on extension of closing hours through the use of late leaves. In one hall freshmen are permitted three late leaves a semester; sophomores, six; juniors, nine--all for one hour later. In another hall where juniors live, the same rule as above applies. In two halls six late leaves or thirteen hours a quarter are permitted. Hours are 1:30 a. m. in one hall and 2:00 a. m. in the other. In these two cases all students regardless of classification are given late leaves.

CHAPTER VII  
SUMMARY AND RECOMMENDATIONS

Through the use of the information presented in the preceding chapters, an attempt has been made to draw a composite picture of the twelve residence halls in the four state colleges in Illinois. This material has been presented as objectively as possible to enable the reader to draw his own conclusions and evaluations of the present procedures in use in the halls.

Certain similarities and a few inconsistencies can be observed. Further study and analysis of the data given could lead to a more efficient organization of the following areas in the residence halls where inconsistencies seem to occur: (1) eligibility for residence, (2) staff personnel, (3) directors' salaries, (4) training of directors, (5) responsibilities delegated to directors, including weekend duty.

The lack of consistency is evident in eligibility for residence. Three of the halls have a minimum grade point average determining admittance. Certain classifications of students are unable to obtain residence in some halls partly due to the small number of students who can be accommodated in the residence halls. A need for increased building programs can be seen.

Staff personnel varies. Those residence halls having assistant directors in many cases may be more efficiently run than those where all the responsibilities lie with the director. Some colleges have found that undergraduate student counselors aid in running a more efficient residence hall.

Directors' salaries have a wide range from \$2,400 to \$5,400. All the directors are college graduates and eight of the twelve have masters degrees.

As far as training of the directors is concerned, undergraduate majors--journalism, history, biology, sociology, and elementary education--indicate that directors have a wide range of experience and background. Six of the eight directors holding masters degrees have guidance as their major field of emphasis.

Responsibilities delegated to directors in some halls are taken over by either the assistant director, student counselor or secretary--such as routine secretarial work; writing room and board bills, keeping health, scholastic records, posting notices, and issuing late leaves, keys, and tray slips. In the halls where there is no assistant director or student counselor, weekend duty is a problem. Some directors have only an occasional night or weekend off, while those directors who have assistants in many cases are able to have every other weekend free.

Study and consideration of some of these points could lead to more efficiently operated residence halls, with a better division of labor among staff members, and increased realizations of the needs of the student residents.

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**APPENDIX**



QUESTIONNAIRE ON THE OPERATION OF RESIDENCE HALLS

To be returned to Miss Sue Morrison  
Lincoln Hall  
Charleston, Illinois

CHAIN OF COMMAND

Describe the chain of command from the President of the college down through the residence hall director: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the hall under the jurisdiction of a separate business manager? \_\_\_\_\_ . Is the residence hall under the jurisdiction of the school business manager? \_\_\_\_\_ .

Is the residence hall director in charge of ordering supplies, replacing equipment, or ordering equipment? \_\_\_\_\_ .

THE DIRECTOR

Training:

State degree or degrees held and the area in which they were received: \_\_\_\_\_  
\_\_\_\_\_ .

Experience:

State the number of years experience in residence hall work, including the current year: \_\_\_\_\_ .

Salary:

Per year \_\_\_\_\_ dollars.

Is the director hired on a twelve months basis? \_\_\_\_\_, on a nine months basis? \_\_\_\_\_. Is the director in residence during the summer term? \_\_\_\_\_ .

Living Accommodations:

Does the director have an apartment with private bath? \_\_\_\_\_, a room with private bath? \_\_\_\_\_, a private phone? \_\_\_\_\_. Do telephone calls go through a switchboard? \_\_\_\_\_ .

Is the director on the teaching staff? \_\_\_\_\_. If so, how many classes are taught per day? \_\_\_\_\_ .

THE ASSISTANT DIRECTOR

Training:

What training has the assistant director received? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience:

What experience has the assistant director had in residence hall work? \_\_\_\_\_  
\_\_\_\_\_

Is the assistant director a graduate student? \_\_\_\_\_.  
Is he or she teaching any classes? \_\_\_\_\_. If so, how many? \_\_\_\_\_.  
Is the assistant director an undergraduate? \_\_\_\_\_.  
Does he or she hold a scholarship? \_\_\_\_\_.  
Is the assistant director a full-time teacher? \_\_\_\_\_.

Remuneration:

Does the assistant director receive:  
room \_\_\_\_\_  
board \_\_\_\_\_  
room and board \_\_\_\_\_  
tuition \_\_\_\_\_  
a salary \_\_\_\_\_

Living Accommodations:

Does the assistant live in a single room? \_\_\_\_\_ with private bath? \_\_\_\_\_, private phone? \_\_\_\_\_.

Does the assistant have an apartment? \_\_\_\_\_ private phone? \_\_\_\_\_  
Does the assistant have a roommate? \_\_\_\_\_.

THE STUDENT COUNSELOR

Does the residence hall employ a student counselor? \_\_\_\_\_.  
Is this person a graduate student? \_\_\_\_\_, an undergraduate? \_\_\_\_\_. Does the hall employ more than one student counselor? \_\_\_\_\_. If so, how many? \_\_\_\_\_.

What specific training has he or she received? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the student counselor hold a scholarship? \_\_\_\_\_

Does the student counselor receive:

room \_\_\_\_\_  
board \_\_\_\_\_  
room and board \_\_\_\_\_  
tuition \_\_\_\_\_  
salary \_\_\_\_\_

Living Accommodations:

Does the student counselor have a single room? \_\_\_\_\_, a private bath? \_\_\_\_\_, a phone? \_\_\_\_\_, a double room? \_\_\_\_\_ roommate? \_\_\_\_\_.

Does the student counselor have a hall key? \_\_\_\_\_.

Does he or she keep hours? \_\_\_\_\_.

Special privileges given to the student counselor are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

DIVISION OF RESPONSIBILITY

Weekend duty:

Do the director and the assistant director alternate every other weekend? \_\_\_\_\_.

Does duty alternate every third weekend with the student counselor? \_\_\_\_\_.

If the answer is "NO" to both or either question, explain how weekend duty is set up; \_\_\_\_\_

Discipline:

To what degree are the following responsible for disciplinary action?

The director: \_\_\_\_\_

The assistant director: \_\_\_\_\_

The student counselor: \_\_\_\_\_

Areas of Responsibility:

To what extent does the director have jurisdiction over the dining room? \_\_\_\_\_

Secretarial work:

Is secretarial work done primarily by the

director \_\_\_\_\_

assistant director \_\_\_\_\_

student counselor \_\_\_\_\_

part-time secretary \_\_\_\_\_

If so, what is his or her hourly wage? \_\_\_\_\_

How many hours per week does he or she work? \_\_\_\_\_

Check below the records that are kept on each resident and the person or persons responsible for these records.

Item	Record Kept	Director	Assistant Director	Student Counselor	Secretary
Health record					
Scholastic record					
Personal rating sheet					
Test scores					
Late leaves used					
Unauthorized lateness					
Extracurricular activities					
Others:					

Specific duties of the director, assistant director, and the student counselor.

Item	Director	Assistant Director	Student Counselor
Issues late leaves			
Signs overnight permissions			
Assigns rooms			
Issues keys			
Handles guest money			
Registers guests			
Authorizes guest linen			
Checks exits			
Locks doors			
Posts notices			
Writes room and board bills			
Determines price of a broken article			
Inspects rooms			
Handles room applications			
Handles room deposits			
Issues first aid supplies			
Takes care of occupancy chart			
Records late leaves			
Records unauthorized lateness			
Counsels individuals			
Supervises hall social program			
Replenishes office supplies as needed			
Schedules maids hours			
Advises house counsel			
OTHERS:			

# SERVICES AVAILABLE TO HALL RESIDENTS

Note: All categories will not pertain to all items.

ITEM	Hall has Item <input checked="" type="checkbox"/>	Cost to Student Deposit? Refund?	Hours Available		Sign up to use	
			Any Time	Hour	At Desk	With Director
Coke or pop machine						
Candy machine						
Cigarette machine						
Sewing machine						
Pencil sharpener						
Catering service (after hours)						
TV						
Radio						
Phonograph						
Library:						
Books						
Magazines						
Newspapers						
Records						
Music						
Ping pong equipment						
Piano						
Stamps						
Change						
Postcards						
Kitchenette						
Athletic equipment						
Game equipment						
Luggage storage						
Laundry facilities:						
Washers						
Dryers						
Tubs						
Line space						
Irons						
Dry cleaning and laundry pick up						
Cleaning Equipment:						
Sweeping compound						
Floor wax						
Brooms						
Mops						
Detergent						
OTHERS:						
COMMENTS:						

COST OF HALL LIVING

ITEM	Amount per year per resident	Paid by year, month, quarter, semester	Refund if any	Comments
Room and board				
Hall dues				
Room deposit				
Breakage fee				
Key deposit				
Hidden costs (Possible assessments for new equipment, parties)				

EMPLOYEES IN THE HALL

JOB	No. of Employees Per Job	Full or Part Time	Hours on Duty	Responsible To Whom	Responsibilities
Housekeeper Salary: _____					
Maid Salary: _____					
Janitor Salary: _____					
Houseboy Salary: _____					

FOOD SERVICE

Type of Service: Meal Hours:  
Cafeteria \_\_\_\_\_ Breakfast \_\_\_\_\_  
Dining Room \_\_\_\_\_ Lunch \_\_\_\_\_  
Dinner \_\_\_\_\_

Are three meals served seven days a week? \_\_\_\_\_ If not, explain.  
\_\_\_\_\_  
\_\_\_\_\_

What is appropriate dress for meals? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_

Is smoking allowed in the dining room? \_\_\_\_\_. If so, at which  
meal or meals? \_\_\_\_\_

To whom is the dietitian responsible? \_\_\_\_\_

Is the dietitian responsible primarily for food preparation  
and service? \_\_\_\_\_

Employees:

Student help:

Residents? \_\_\_\_\_

Non-residents \_\_\_\_\_

Hours worked per week \_\_\_\_\_

Hourly wage \_\_\_\_\_

Type of work:

Wait on tables \_\_\_\_\_

Wash dishes \_\_\_\_\_

Dry dishes \_\_\_\_\_

Help prepare meals \_\_\_\_\_

Others: \_\_\_\_\_  
\_\_\_\_\_

Full time employees

No. of waiters or waitresses \_\_\_\_\_

Salary \_\_\_\_\_

Hours on duty per day \_\_\_\_\_

Can non-residents pay board and eat in the dining room regularly?  
\_\_\_\_\_. If so, how many? \_\_\_\_\_

What is the seating capacity of the dining room? \_\_\_\_\_

Are meal sign-out sheets used daily and/or on weekends to  
anticipate the number who will be eating in the dining  
room? \_\_\_\_\_.

Guest meals:

Number of guests allowed per meal \_\_\_\_\_  
 Can a student have an unlimited number of guests? \_\_\_\_\_  
 Cost per meal: breakfast \_\_\_\_\_ lunch \_\_\_\_\_ dinner \_\_\_\_\_  
 When can guests eat in the dining room? \_\_\_\_\_  
 Who notifies food service of guests? \_\_\_\_\_  
 How far in advance of a meal must the food service be notified of a guest? \_\_\_\_\_

HALL GOVERNMENT ✓

List individuals who make up the council--such as officers, committee chairmen, etc.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

No. on council? \_\_\_\_\_  
 Term of office? \_\_\_\_\_  
 Elected? \_\_\_\_\_ By council? \_\_\_\_\_ by house at large? \_\_\_\_\_  
 Appointed? \_\_\_\_\_ By council? \_\_\_\_\_ by house at large? \_\_\_\_\_

Extent of the authority of house council: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Can the council buy equipment without the signature of the director? \_\_\_\_\_

State the meeting dates and frequency of meetings. \_\_\_\_\_

Does the hall use the following system whereby some persons are responsible for certain areas in the hall? Please check below.

Name of person	Council Member?	Appointed? Elected?	Graduate? Undergrad?	Specific Responsibilities
Monitor				
Floor representative				
Corridor chairman				
Others: _____				
_____				
_____				
_____				



Committees in the hall under the jurisdiction of hall council:

Check committees functioning in your hall and add others:

Committee	Frequency of Meetings	Purpose of Committee	Effectiveness
Social			
Food			
Athletic			
Judicial			
Publicity			
Music			
Scholarship			
Orientation			
OTHERS: _____			

How many residents are there on the average committee? \_\_\_\_\_  
How are committee chairmen chosen? \_\_\_\_\_  
How are committee members chosen? \_\_\_\_\_

### SOCIAL ACTIVITIES

Does your social activities program in the hall include any of the following?

Exchange dinners \_\_\_\_\_  
All "Hall" parties \_\_\_\_\_  
Open House \_\_\_\_\_  
All school dances sponsored by the hall \_\_\_\_\_  
Movies on weekends \_\_\_\_\_  
Hall record dances \_\_\_\_\_  
Teas \_\_\_\_\_  
Dinner guests invited by the hall \_\_\_\_\_  
Birthday dinners \_\_\_\_\_  
Others: \_\_\_\_\_

Is there an organized intramural sports program within the hall?

\_\_\_\_\_ Do groups within the hall participate in all school intramural programs? \_\_\_\_\_. Does the hall support or encourage participation by residents in Homecoming events? \_\_\_\_\_, stunt Night? \_\_\_\_\_ Others: \_\_\_\_\_

Who is responsible for planning social activities? \_\_\_\_\_  
Who supervises social activities? \_\_\_\_\_

## PRIVILEGES

Where in the residence hall is smoking allowed? \_\_\_\_\_

Are women residents allowed to sun bathe? \_\_\_\_\_

Restrictions on sun bathing \_\_\_\_\_

What electrical appliances are allowed to be used in the rooms?

radio \_\_\_\_\_ any charge for use? \_\_\_\_\_ If so, what \_\_\_\_\_

electric fan \_\_\_\_\_ any charge for use? \_\_\_\_\_ If so, what \_\_\_\_\_

coffee makers \_\_\_\_\_ any charge for use? \_\_\_\_\_ If so, what \_\_\_\_\_

irons \_\_\_\_\_ any charge for use? \_\_\_\_\_ If so, what \_\_\_\_\_

pop corn poppers \_\_\_\_\_ any charge for use? \_\_\_\_\_ If so, what \_\_\_\_\_

Are all students allowed to have cars on the campus? \_\_\_\_\_ If so, is

there a parking area near the hall? \_\_\_\_\_. Are there certain

hours when students may park cars near the hall? \_\_\_\_\_

Any other parking restrictions? \_\_\_\_\_

## REQUIREMENTS FOR ADMISSION TO THE RESIDENCE HALL

Must a student have a certain grade average to be admitted to the residence hall? \_\_\_\_\_ If so, what average? \_\_\_\_\_

Are rooms available to all students regardless of classification?  
\_\_\_\_\_

Is the hall for students of just one classification? \_\_\_\_\_ If so, what classification? \_\_\_\_\_

Are a limited number of rooms available to upperclass or graduate students? \_\_\_\_\_. How many? \_\_\_\_\_

Are honor students invited to live in the hall because of high scholarship, leadership on campus? \_\_\_\_\_ If so, how many? \_\_\_\_\_

What is the total enrollment of the college? Men? \_\_\_\_\_  
Women? \_\_\_\_\_

## ROOM ASSIGNMENTS

On what basis are rooms assigned?

In order of application \_\_\_\_\_

Seniority \_\_\_\_\_

Classification \_\_\_\_\_

Are rooms available to foreign students? \_\_\_\_\_ to colored students?

Are there a limited number of rooms available for these two groups? \_\_\_\_\_

HEALTH SERVICE

Who notifies the health service of illnesses in the hall? \_\_\_\_\_

Does the health service notify the hall director or assistant, of residents who have been sent back to their rooms in the hall because of illness? \_\_\_\_\_

What is the extent of first aid to be administered in the Hall? \_\_\_\_\_

What first aid supplies are available to residents? \_\_\_\_\_

Is the director responsible for handling first aid supplies, or can they be checked out at the desk? \_\_\_\_\_

Who can authorize a "sick tray" for a hall resident? \_\_\_\_\_

HALL RECEPTIONISTS

Number of receptionists? \_\_\_\_\_

Part-time job? \_\_\_\_\_

Full-time job? \_\_\_\_\_

Men receptionists? \_\_\_\_\_

Student help? \_\_\_\_\_ Hours worked per day \_\_\_\_\_

Hourly wage \_\_\_\_\_

Civil service employee? \_\_\_\_\_ Hours worked per day \_\_\_\_\_

Hourly wage \_\_\_\_\_

Briefly describe the responsibilities of the receptionist:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the receptionist have access to the keys? \_\_\_\_\_

How does the receptionist notify a girl or boy of a caller? \_\_\_\_\_, a phone call? \_\_\_\_\_

Is a buzzer system used? \_\_\_\_\_ If so, how does it operate? \_\_\_\_\_

Does the receptionist operate a telephone switchboard? \_\_\_\_\_

How many outside lines are there within the hall? \_\_\_\_\_

How many extensions are there in the hall? \_\_\_\_\_

No. of pay phones? \_\_\_\_\_ What are the hours of the switchboard? \_\_\_\_\_

Are the telephones placed in each room? \_\_\_\_\_, at the end of a corridor? \_\_\_\_\_ in an alcove? \_\_\_\_\_

HOURS

Sign-in hours for men residents \_\_\_\_\_  
Sign-in hours for women residents \_\_\_\_\_

Hours the hall is open to men callers \_\_\_\_\_  
Hours the hall is open to women callers \_\_\_\_\_

Hours for special events:  
Dances \_\_\_\_\_  
All school activities \_\_\_\_\_  
Others: \_\_\_\_\_

Extension of hours (late leaves) \_\_\_\_\_  
Quiet hours \_\_\_\_\_  
Lights out \_\_\_\_\_

Is the hall locked at night? \_\_\_\_\_ At what time? \_\_\_\_\_  
What time is it unlocked in the morning? \_\_\_\_\_

SPECIAL FORMS IN USE IN THE RESIDENCE HALL

Are the following forms in use in your residence hall?  
Housing contracts? \_\_\_\_\_  
Parental consents for permission to sign out on weekends or  
overnight anywhere other than home? \_\_\_\_\_  
Sign out sheets for:  
Overnight \_\_\_\_\_  
Daily \_\_\_\_\_  
Weekend \_\_\_\_\_  
Lateleaves \_\_\_\_\_  
Registration for overnight guests \_\_\_\_\_  
Guest meal registration \_\_\_\_\_  
Sick tray slips \_\_\_\_\_  
Illness report \_\_\_\_\_  
Sack lunch ticket \_\_\_\_\_  
Part time job application blanks \_\_\_\_\_  
Class schedule cards \_\_\_\_\_  
Room request blanks \_\_\_\_\_  
Table seating chart \_\_\_\_\_

Please send samples of all forms used.

FIRE REGULATIONS

Are fire drills required? \_\_\_\_\_ How often? \_\_\_\_\_  
At what hour? \_\_\_\_\_

Please describe your fire drill procedure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHYSICAL PLANT

In what year was the hall built? \_\_\_\_\_  
Is it a wood, stone, or brick structure? \_\_\_\_\_  
How many floors? \_\_\_\_\_  
Number of student rooms \_\_\_\_\_  
Capacity of the hall \_\_\_\_\_  
Number of students per shower \_\_\_\_\_ tub \_\_\_\_\_ lavatory \_\_\_\_\_ stool \_\_\_\_\_  
How often are the bathrooms cleaned? \_\_\_\_\_  
By whom are they cleaned? \_\_\_\_\_

Lounge areas:  
No. of areas \_\_\_\_\_  
Approximate size \_\_\_\_\_  
Hours for visitors \_\_\_\_\_  
Appropriate dress \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lounge areas used specifically for:  
listening to music \_\_\_\_\_  
TV \_\_\_\_\_  
playing cards \_\_\_\_\_  
Dating \_\_\_\_\_  
reading \_\_\_\_\_  
listening to the radio \_\_\_\_\_  
playing the piano \_\_\_\_\_  
Is smoking allowed? \_\_\_\_\_

Does the hall have a guest room? \_\_\_\_\_ Overnight charge for a guest? \_\_\_\_\_  
Does the hall maintain separate study rooms? \_\_\_\_\_  
Does a dormitory adjoin the study rooms? \_\_\_\_\_  
Capacity of the dormitory \_\_\_\_\_  
Number of residents to a study room \_\_\_\_\_  
Adjoining bathroom? \_\_\_\_\_

Are there sorority suites in the hall? \_\_\_\_\_ If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

If studying and sleeping are done in the same room, are these rooms  
single \_\_\_\_\_ double \_\_\_\_\_ triple \_\_\_\_\_ quadruple \_\_\_\_\_

Approximate size of each student room:  
single \_\_\_\_\_ double \_\_\_\_\_ triple \_\_\_\_\_ quadruple \_\_\_\_\_

Who is responsible for care of the rooms? Maids? \_\_\_\_\_  
Room resident? \_\_\_\_\_  
If maids clean the rooms, how often do they clean? \_\_\_\_\_  
What is the extent of their cleaning? \_\_\_\_\_  
\_\_\_\_\_

Are the following furnished in each room? State the number of each item furnished to each student.

bed linen \_\_\_\_\_  
towels \_\_\_\_\_  
blankets \_\_\_\_\_  
bed spreads \_\_\_\_\_  
drapes \_\_\_\_\_  
pillows \_\_\_\_\_

Is the school responsible for laundering any of the items at left? \_\_\_\_\_ Check laundered items. How often are they laundered? \_\_\_\_\_

bulletin boards \_\_\_\_\_  
wastebasket \_\_\_\_\_  
desk \_\_\_\_\_  
mirror \_\_\_\_\_  
closet \_\_\_\_\_  
book case \_\_\_\_\_  
chair \_\_\_\_\_  
lamp \_\_\_\_\_  
Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed: \_\_\_\_\_  
Position: \_\_\_\_\_  
School: \_\_\_\_\_  
Date: \_\_\_\_\_