

**2020**

**Hallym International Dormitory**

**Guidelines**



**Hallym Student Dormitory**



# Contents

Hallym International Dormitory(Dormitory#3) is more than just a living space - it is a community. It is a community of diverse individuals from diverse backgrounds and upbringing coming together to share their experiences and expand their understanding of the world. It is a community rich with opportunities to learn new ideas and reexamine old ideas from a fresh perspective.

My goal as the Master Professor of HID is to help facilitate this individual growth and foster the development of a safe and open community that feels like home. Some of the fondest memories of my early adulthood are firmly rooted in my experiences as an undergraduate student in the residential communities of my university. Therefore, I hope to offer you all the opportunities to develop lifelong friends and memories in this unique period of your life.

I hope you will all make each moment count.

Thomas Baek  
Master Professor  
HID

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# I. Rules and Guidelines Overview

## Dormitory Rules and Guidelines

	Possession of illegal drugs and/or alcoholic beverages is prohibited at all times in the dormitory.
	All dormitory rooms are non smoking areas. There is a smoking area in front of dormitory building No.8
	Students cannot enter the rooms and/or hallways of the opposite gender to ensure the safety and security of all residents and prevent sexual harassments, sexual assaults etc.
	Visitors are only allowed in the lobby and kitchen when accompanied by a resident. All other areas are off-limits unless prior approval has been granted by the dormitory supervisors.
	'Quiet Hours' are from 11:00pm until 7:00am Please keep all noise to a minimum during this time.
	Any acts to damage the dormitory's facilities or properties will be punished, and the resident will be asked to leave the dormitory immediately.
	If you plan to spend the night somewhere else, you must fill out the form in front of the HID office or register online via Hallym Portal before 11:00pm.
	Residents are required to follow the supervisors' instructions. (Failure to follow will result in demerit points)
	Always carry your student ID with you for access into the dormitory building. (24hour OPEN)
	Do not throw anything (food, trash, etc.) other than toilet paper into the toilet.
	Please refrain from washing your dishes and laundry in the bathroom sink.

※The items stated above are the top priorities among the dormitory rules and guidelines.

## II. Detailed Rules and Guidelines

Room	<ul style="list-style-type: none"> <li>▶Visitors are not allowed to stay overnight. Staying overnight in any area, including the common areas, is strictly prohibited.</li> <li>▶Students cannot enter the rooms and/or hallways of the opposite gender.</li> <li>▶Students must change the door lock combination upon checking-in, and reset it to '0000' when checking-out. If the door lock has low batteries, you may request the Supervisors or House Master for new sets of batteries.</li> <li>▶Students are not allowed to move the furniture or use non-occupied beds in the dorm rooms. In addition, students must properly maintain and clean their rooms prior to checking out.</li> <li>▶Turn off the lights, heating, and air conditioners before leaving your room every day.</li> <li>▶Do not wear outdoor shoes inside the room. You may use indoor slippers, if desired.</li> <li>▶Refrigerator: Do not put spoiled or expired food in the room refrigerator. Please keep the refrigerator clean and sanitary.</li> <li>▶Cooking in the rooms is strictly prohibited.</li> <li>▶Use or possession of any unauthorized electric and/or heating appliances (including but not limited to electric blankets, electrical fan heaters, coffee port/makers, ramen pots, gas burners, electric cookers, etc.) that may cause a fire in the dormitory are prohibited. Any infringement will be subject to disciplinary actions from the dormitory, including a maximum penalty of being asked to leave the dormitory depending on the case as determined by the residential committee. Exceptions to the above include personal computers, hair dryers, chargers, and electric shavers.</li> </ul>
Room Inspection	<ul style="list-style-type: none"> <li>▶The supervising staff may inspect student rooms without prior notice. The supervising staff reserves the right to enter any room in the dormitory and investigate if there is a reason to believe a rule infraction is taking place.</li> </ul>
Room Change	<ul style="list-style-type: none"> <li>▶Room change is not allowed except particular circumstances.</li> </ul>
Communal Kitchen & Dinning Area	<ul style="list-style-type: none"> <li>▶Kitchen is available 24 hours a day.</li> <li>▶Individuals are responsible for their personal appliances and belongings. In addition, they are expected to keep the kitchen clean and sanitary at all times.</li> <li>▶Students should turn off the lights and appliances after use.</li> <li>▶Students must dispose of all waste in their proper bins.</li> <li>▶Students are expected to use the kitchen in a timely manner.</li> </ul>

<b>Laundry Room</b>	<ul style="list-style-type: none"> <li>▶Students should conserve water and energy washing full loads.</li> <li>▶Students should not overload the laundry machines</li> <li>▶Detergent and fabric softeners are not provided by the school.</li> <li>▶Students must collect their laundry in a timely manner.</li> <li>▶Students should leave the washing machine door open after use.</li> <li>▶Students should avoid using the laundry room during the quiet hours (11:00pm~7:00am).</li> <li>▶Students should put their laundry hangers (clothes drying rack) inside their room before heading out to their morning classes.</li> <li>▶Students should not leave their shower baskets, shoes, etc. in the hallway.</li> </ul>
<b>Seminar Room</b>	<ul style="list-style-type: none"> <li>▶The supervisors are responsible for overseeing seminar room schedules. During the week you may use the rooms from 9:00~24:00. With the permission of the supervisors, seminar rooms may be available at other times.</li> <li>▶A week before exam week until the end of exam week, you may use the seminar rooms 24/7 to study. The exact schedule will be posted on the bulletin board.</li> </ul>
<b>Damage/Liability</b>	<ul style="list-style-type: none"> <li>▶Students are fully responsible and liable for any damages that may occur to the dormitory property during their residency. All occupants of each damaged room will be equally responsible for the cost of repairs. Also, residents are fully responsible for insuring their own personal property against loss due to fire or theft. Students are strongly encouraged to not bring items of value.</li> </ul>
<b>Pets</b>	<ul style="list-style-type: none"> <li>▶Pets are not allowed anywhere in the dormitory.</li> </ul>
<b>Alcohol/Drugs</b>	<ul style="list-style-type: none"> <li>▶<b>Possession of illegal drugs and/or alcoholic beverages is prohibited at all times in the dormitory.</b></li> </ul>
<b>Smoking</b>	<ul style="list-style-type: none"> <li>▶Smoking is not allowed inside the rooms. There is a smoking area in front of dormitory building No. 8.</li> </ul>
<b>Quiet Hours</b>	<ul style="list-style-type: none"> <li>▶Quiet Hours are between 11:00pm and 7:00am. Please keep all noise to a minimum during this time.</li> </ul>
<b>★Demerits</b>	<p>The following demerit point system applies to all students living in HID.</p> <ul style="list-style-type: none"> <li>▶<b>15 demerit points</b> <ul style="list-style-type: none"> <li>-being in an area of the dormitory deemed off-limits</li> <li>-allowing visitors to sleep in the dormitory</li> <li>-stealing and smoking in HID</li> <li>-damaging dormitory property and/or facilities</li> <li>-failing the mandatory IHT course (does not apply to exchange students)</li> </ul> </li> <li>▶<b>10 demerit points</b> <ul style="list-style-type: none"> <li>-bringing visitors into the dormitory without the permission of a supervisor</li> <li>-use of burners, stoves, water boilers, electric rice cooker and/or large electric devices which may pose a fire hazard(ask your supervisor for details)</li> <li>-bringing alcohol or consuming alcohol in the dormitory</li> </ul> </li> </ul>

	<p>▶<b>7 demerit points</b></p> <ul style="list-style-type: none"> <li>-substituting for another student at bed check (in which case both students will be penalized 7 demerit points)</li> <li>-excessive noise (discretion of supervisors)</li> <li>-giving out the room keypad code to another student</li> </ul> <p>▶<b>5 demerit points</b></p> <ul style="list-style-type: none"> <li>-students staying out overnight without permission</li> <li>-students switching rooms without permission</li> <li>-students throwing away trash other than toilet paper in the toilet</li> </ul> <p>▶<b>1 demerit point</b></p> <ul style="list-style-type: none"> <li>-using any of the facilities after hours</li> <li>-use of HID computers for inappropriate purposes</li> <li>-students wearing shoes in the shower room</li> <li>-students leaving personal cookware in the kitchen sink or countertop.</li> <li>-students putting personal belongings in the hallway.</li> </ul> <p>▶<b>Discretionary Penalties</b></p> <p>At the discretion of the supervisors, with the approval of the HID Master Professor, students may be penalized for behaviors deemed inappropriate or inconsistent with the objectives of HID. Before any discretionary penalty is finalized, students will be asked to meet with the Master Professor.</p>
<b>Maintenance Service</b>	<p>If you need assistance for any dormitory issues, you may ask you're the Supervisors for guidance.</p> <p>▶You can directly contact the House Master for any maintenance service, facilities management, and repairs. Preliminary review and support for the following requests will be managed by the House Master.</p> <p>▶You can make requests for the following dormitory repairs:</p> <ul style="list-style-type: none"> <li>- Internet Connection Issues/ Lan Cable Exchange</li> <li>- Facilities Issues (Kitchen, Laundry Room, Communal Lounge, Plumbing, Electronic Door Keypad)</li> <li>- Fire &amp; Safety: Fire Extinguisher, Smoke Detector</li> <li>- Furniture: Broken/Damaged Furnishings</li> <li>- General Repairs: Ceiling/Flooring Replacement, Broken Window</li> <li>- Heating/Air Conditioner Malfunctions</li> <li>- Card Key Access and Replacement</li> <li>- Fluorescent Lamp Replacement</li> <li>- Other Repairs and Maintenances</li> </ul>
<b>Emergency</b>	<p>▶In case of an Emergency, please contact the House Master or your Supervisor. If necessary, call 119 (Emergency Call) or the police station for assistance.</p>

※Violation of any of these rules and regulations will be subject to disciplinary actions.

# III. Communal Facilities Rules

## ♠ Clean Environment

- ▶The kitchen is the hub of student interaction. Therefore, please keep it clean.
- ▶Clean up after yourself.
  - Wash your dishes after use
  - Do not leave dishes or utensils in the common areas.
  - Clean up any spills on the stove, table, floor, or any other place.
- ▶Don't leave the stove unattended.
- ▶Ask before using other people's plates or dishes.
- ▶Do not leave dirty pots on the stove or countertop after you finish using them.
- ▶Don't spit in the sinks.
- ▶Throw away or recycle any wrappers, containers, peelings, food, etc. Don't leave them on the tables or countertops.
- ▶Dispose of everything in their respective bins.
- ▶Personal trash from your room should be disposed of in the outside bins.

## ♠ Refrigerators(room)

- ▶Don't leave food that is spoiled or expired.
- ▶Wipe down any spills and keep it as clean as possible.

## ♠ Shower Room

- ▶Please take off shoes/slippers in the shower.
- ▶Please do not leave your belongs in the shower.(e.g.shower baskets)
- ▶Please do not use hair-dryer in the early(quiet) hours.

## ♠ Toilet

- ▶Do not throw anything (food, trash, etc.) other than toilet paper into the toilet.
- ▶Please clean up after yourself if you made a mess in the toilet (i.e. backed up toilet, throwing up in the toilet)

## ♠ Study Room & Seminar Room

- ▶Please do not leave your personal belongs in the study room & seminar room.
- ▶Please do not eat or drink in the study room & seminar room.

## IV. Building Floor Directory

5F



Vacuum  
Cleaner



Communal  
P o w d e r  
Room



Communal  
Shower  
Room



Communal  
Toilet

4F



Communal  
Computer



Communal  
Studying  
Room



Communal  
P o w d e r  
Room



Communal  
Shower  
Room



Communal  
Toilet

3F



Vacuum  
Cleaner



Communal  
P o w d e r  
Room



Communal  
Shower  
Room



Communal  
Toilet

2F



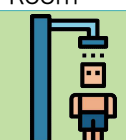
Communal  
Computer



Vacuum  
Cleaner



Communal  
P o w d e r  
Room



Communal  
Shower  
Room



Communal  
Toilet

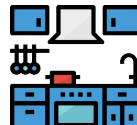
1F



Dormitory  
Office



Communal  
Lobby



Communal  
Kitchen



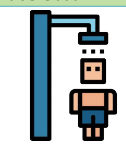
Communal  
Laundry  
Room



Communal  
Studying  
Room



Communal  
P o w d e r  
Room



Communal  
Shower  
Room



Communal  
Toilet

B1



Seminar  
Room  
( I ~ VII )



Communal  
Toilet

※1F~2F : Men Floor, 3F~5F: Women Floor



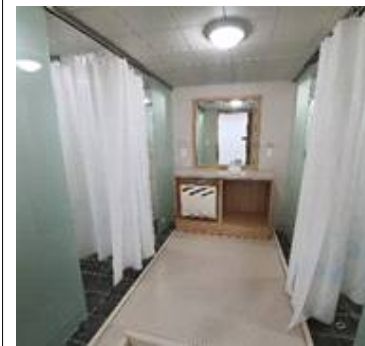
## V. Dormitory Facilities



### Residential Room



### Communal Shower



### Powder Room

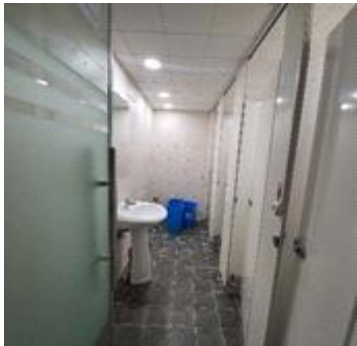




## 2<sup>nd</sup>/ 4<sup>th</sup> Floor Computers



## WM Toilet



## Laundry Room





## Kitchen



## Mail Box



## Recycle Bin



## Study Room





## Basement Seminar Rooms



## VI. How to Use the Laundry Machine

### 1. Load your laundry

Do not wash sneakers(shoes)



### 2. Add fabric detergent and softener (No fabric softener or detergent sheets)



### 3. Insert bills or coins



### 4. Select the standard cycle and press the "Start" button



### 5. Keep the door open after use





## VII. How to Use the Dryer

1. Clean the lint filter  
**Do not dry sneakers(shoes)**



2. Untangle your wet clothes and put them inside of the dryer  
(Make sure your garments are below the line.)



3. Insert bills or coins









4. Select the powerful cycle and press the "Start" button



5. Keep the door open after use



## VIII. Recyclable Items

 <p><b>PAPERS</b></p>	Books, newspapers, paper cups, paper bags, boxes, dairy and juice-cartons. etc.	 <p><b>CANS</b></p>	Metals, metal cans, aluminium cans. etc.
 <p><b>GLASS</b></p>	Food and beverage glass. etc.	 <p><b>PLASTICS</b></p>	PET plastic, plastic cups, toothpaste, plastic-containers, pens. etc.
 <p><b>PLASTIC BAGS</b></p>	Any type of plastic vinyl bag(snack, ice cream, bread). etc.웅	 <p><b>CLOTHES</b></p>	Old Clothes, socks. etc.

**REUSE** products for the same purpose in different ways

**REDUCE** the amount of general waste

**RECYCLE** as much as possible

**SAVE THE EARTH**




**Spend less money on garbage disposal bags!**

## IX. Emergency Guideline: Fire/Earthquake/Virus infection


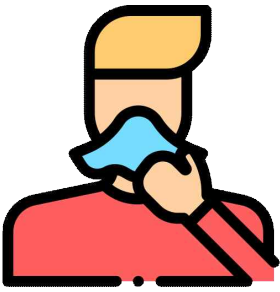

### 1. Fire

		
Press the Fire Alarm	Use the stairs	Lie down, Cover your face

### 2. Earthquake

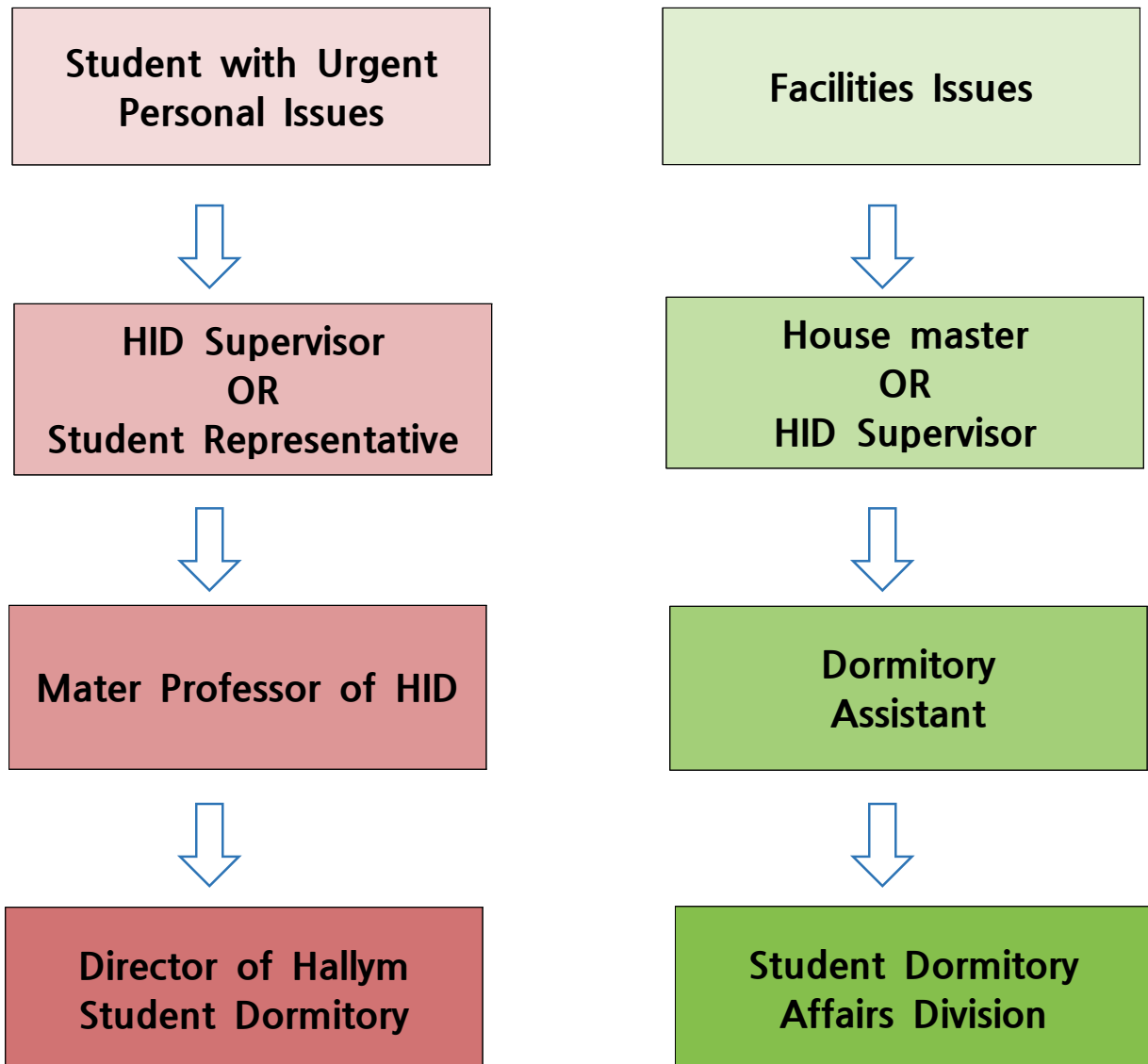
<b>During Quake</b> 	<b>After Quake</b> 	
Drop, Cover, Hold on	Evacuate to the Outside of the Building	

### 3. Virus infection

		
Wash your hands with soap and running water especially your palms and under your fingernails	Cover your mouth and nose with a handkerchief or your sleeve when coughing	If you experience respiratory symptoms such as cough, must wear a mask



## X. Emergency Contacts



### ♠ Contacts

- House master : 010-7406-4716 or 010-7406-4713
- Dormitory Assistant : 033-248-2973
- Dormitory Affairs Division : 033-248-3602
- ISSO(International office) : 033-248-1342

### ♠ Dormitory Address

- "000"Dormitory #3(HID), Hallym University, 1. Hallymdaehak-gil, Chuncheon-si, Gangwon-do 24252, KOREA

