Residential Life
LIVING GUIDE

MISSION STATEMENT
The offices of Housing and Residential Life at Eastern Washington University – in accordance with and as an essential part of the institutional mission – are committed to:
• Affordable, comfortable, clean and secure living environments, enabling students to achieve their curricular and co-curricular goals.
• Continuous program of development and recognition for staff and community members.
• Efficient administrative management that ensures the cost-effective and educationally supportive use of student payments toward room and activities.
To that end, we recognize that the following performance components are mutual expectations:
• Professionalism – Adhering to, or exceeding, national standards by exhibiting and being accountable for conduct that reflects positively on the University, the department, your coworkers and yourself.
• Commitment – Pledging oneself – with energy and purpose – to work productively while contributing to a positive and pleasant team environment.
• Integrity – Acting in a conscientious and truthful manner.
• Work ethic – Performing one’s work with diligence and completeness.

STAFF AND LIVING STANDARDS
Residential Life Staff
The live-in Residential Life staff includes residential life coordinators (RLC), an administrative community advisor, community advisors, floor managers and office/night desk staff.

Residential Life Coordinators (RLC)
Each residence hall has a Residential Life coordinator who oversees the daily functions and manages the entire staff of the hall. Each RLC can be contacted at his/her office or by phone.

Administrative Community Advisor (ACA)
This person helps the RLC in administrative tasks, co-advice Hall/Community council and managing the office. The ACA also serves as a community advisor in the building.

Central Staff
The administrative procedures and departmental policies are coordinated through the Housing and Residential Life Office, located in 121 Tawanka. The office staff will assist you with housing assignments, questions regarding your account and other concerns you may have. The assistant director of Residential Life supervises the Residential Life staff, oversees the budget, residence hall activities, staff selection and leadership class.

Hall/Community Council
Each hall has volunteer student leaders called Hall Officers who form the
Executive Council in each building. The Executive Council, along with the representatives from each floor, forms the Hall/Community Council. Becoming a floor representative is an excellent way to meet new friends and gain new skills. The floor representative attends council meetings, is involved in special committees, and organizes floor activities. Each resident contributes to Hall/Community Council for programming by paying a ten dollar ($10) activity fee each quarter.

Residence Hall Association (RHA)
The Residence Hall Association (RHA) is an extension of the Hall Council and is the overseeing Council for all seven-residence halls. An executive board and a hall representative from each hall makes up the entire Council. The purpose of RHA is to provide activities to promote individual growth of the residents living within the residence halls and to act as the student’s voice and represent students on issues concerning the University and residence halls.

National Residence Hall Honorary (NRHH)
The purpose of NRHH is to provide recognition of students living in the residence halls that have shown outstanding service and have provided important leadership in the advancement of the residence halls. Recommendations for students who qualify and an induction ceremony take place once a year. NRHH acts as a resource for all groups desiring information about residence hall activities/leadership and commits to providing a community service project each quarter.

Students Educating About Life (SEAL)
SEAL is a student centered peer education group that focuses on topics and concerns that affect students at Eastern Washington University. The group provides speakers and activities on issues such as sexual assault, money management, campus safety, self-defense, study skills and many more. This is a growing group on campus and seeks to recruit new and returning students who are committed to the individual development, academic success, and personal safety of the Eastern Washington University community.

Security
All exterior doors to Dressler, Dryden, Morrison, Pearce, and Streeter Halls are always locked. The Louise Anderson Hall exterior door located on Elm Street, and the Second Street door to Brewster Hall, are unlocked during business hours to accommodate offices or businesses on the ground floor. The doors leading into the residence areas are locked 24-hours a day.

To discourage unwanted visitors from entering the building, it is important that students do not prop open exit doors. If you see someone you do not know to be a resident, ask if he/she belongs in the building. It is also recommended that you keep your room door locked at all times. In addition, all guests must register at the Hall Office or night desk, depending on when they enter the building. Everyone must present identification when entering the building. The Hall Office will be open Monday-Thursday, noon-10 p.m. and on weekends, noon–3 p.m. and 6-9 p.m. This is to ensure the safety of residents. Also, community advisors do security rounds in the building at night. In addition, campus patrol will continuously rove the building throughout the night. Community advisors and campus patrol will ask students to comply with the housing and University policies and will refer instances of policy violations to the University Police or staff on call. Harassment of, or noncompliance with, the hall staff members will constitute a violation of hall policy and will be documented as an infraction.

Room Entry Policy
University staff have the right to enter residence hall rooms without advance notice for maintenance/custodial, life safety and nuisance concerns. Room entry forms are to be left by staff members indicating
the reason for the entry.
In addition, students who are unable to remove their belongings themselves must send a notarized letter that includes the name and driver's license of the individual retrieving the belongings with the parent/friend who is moving the belongings out of the residence hall.

Room Entry: Maintenance/Custodial
After knocking to determine if the room is occupied, University personnel are to enter, perform their work, leave a room entry form and lock the door behind them upon exiting. If the occupant of the room wants to be present when services are rendered, the occupant must request so on the work order request form. Scheduling a time when both occupant and staff can be at the unit may lengthen the time it takes for the work to be completed. If room entry is required but not scheduled by the occupant, University staff members still have the right to enter the room to perform work. If personal property is damaged or lost during maintenance in the unit, the occupant should notify the housing office within 48 hours.

Room Entry: Life Safety/Nuisance
The University staff is allowed to enter rooms after knocking when presented with a life safety or nuisance concern. Examples of nuisance concerns are noise and odor complaints.

Community Living Standards
Community standards are a set of guidelines by which residents of the building/floor wish to live by. The standards work in conjunction with University policy to help residents create a positive living-learning environment. Residents are asked to become involved in setting up standards at floor meetings held by their community advisor (CA)/floor manager (FM).

Students have the following responsibilities:
• To help create and adhere to community standards.
• To comply with reasonable requests made by staff or university officials.
• To monitor and accept responsibility for the behavior of their guests.
• To report violations of rules and regulations to appropriate staff.
• To respect the rights of others.
• To participate actively in self-governance.
• To express themselves individually or by association with groups.
• To participate in judicial proceedings to determine appropriate standards of behavior.
• To contribute positively to the community by participating in educational and social programs.
• To be responsible in carrying room/door keys at all times.

ROOMS AND ROOMMATES
Your enjoyment of residence hall living depends largely on the thoughtful considerations you and your roommate demonstrate for each other. If there is one factor that might be labeled as the most important determinant of roommate success, that item would be communication—roommates need to talk and listen to each other. Communication is the key to a healthy living arrangement.

Roommate Rights
• The right to study free from noise, stereo, guests, etc. in one's room.
• The right to sleep without disturbance from noise, guests, roommates, etc.
• The right to expect that roommates will respect and protect one’s personal belongings.
• The right to live in a clean environment.
• The right to personal privacy.
• The right to host guests at agreed upon times, and with the expectation that guests respect the rights of the host’s roommate and other hall residents.
• The right to expect that any concerns/disagreements will be discussed in an atmosphere of mutual respect and openness.

Handling a Roommate “Conflict”
1. Confront the issue with your roommate(s). Avoid using blaming words such as “you did.” It is suggested that ownership words such as “When this happens, I feel . . .” be used.
2. If the first step does not work, talk to your CA/FM. Your CA/FM will help to mediate the situation.
3. If the mediation process does not work, the RLC will have the option to move one or all the residents of the room or to try to have the residents work through the situation.
4. After the above steps have been taken and if the situation is unresolved, you may seek assistance from the assistant director of Residential Life, located in 121 Tawanka.

International Students
Students from all over the world live in the residence halls. Having an international roommate is a unique opportunity to learn about other cultures, languages and ways of life and to share your culture with him/her. If you are interested in having an international roommate, contact the Housing and Residential Life Office, located in 121 Tawanka or call (509) 359-2452.

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Personalizing Your Room
We want you to move in and feel at home. Be sure to bring your TV, stereo, carpet, posters, etc. which will help create the atmosphere you want. You are welcome to decorate the room to suit your personality, but please be careful not to make holes in the walls or doors. Use tape that won’t pull the paint off the wall when you remove it and remember that it isn’t necessary to tape or glue your carpet to the floor. Empty alcohol containers and drug paraphernalia are not to be used as decorative pieces in the residence halls. Chalk or other materials cannot be used on the brick in Morrison or Streeter Halls for decorative purposes.
Disassembling beds, removing furniture, and installing unauthorized bunk beds and lofts is prohibited. Specific guidelines for bunk beds can be obtained from the Housing and Residential Life Office or the Hall Office. These guidelines are strictly enforced. Storage of beds will depend on the availability of storage space in the residence hall. Double beds are prohibited. Beds can be placed on 8-inch blocks—one block horizontally per bed leg. If you need to bring your own bed because of health reasons, notify the Housing Office at (509) 359-2451. A medical note is required.
Please be aware that Residential Life Staff will ask you to remove offensive materials that are placed in public view.

Single Rooms
There are a limited number of single rooms available in the system. These rooms are awarded based on the date of your initial deposit (the earlier the deposit date, the better chance of obtaining a single room). As single rooms become available, students will be notified. There is a possibility that you may be in a room by yourself (due to a roommate leaving), but you do not wish to pay the additional single room charge. In that case, you will be required to pair up with someone in the same situation. The person with the earliest deposit date will get the option of choosing which room he/she will be paired up (yours or his/hers).
Contact your RLC for further details.
Students with documented disabilities are given priority for single room placement. All students assigned to single rooms will be charged a single room rate.

Special Interest Living Groups
There are several special floor designations available to you in the residence halls. These include academic focus, all female, all male, coed, art, music and literature floors. The north side of Dryden Hall is designated for students 21 and over and those students pursuing graduate studies. Morrison Hall is our wellness building. All residents of Morrison Hall are required to sign a statement to abstain from the use of alcohol, drugs and tobacco. Your suggestions for other designated living areas are welcome.

Room Changes
You may apply for a room change during the specified time at the beginning of each quarter. Fill out a “green card” at the Hall Office to request a room change. Room changes require written approval of the RLC. After notification of a room change, you have three days in which to move or you will be billed for both rooms. An “unauthorized room change” will result in a $50 fine. Room changes will not be done after the specified time UNLESS (1) it is absolutely necessary and determined by the RLC or (2) the student pays a $50 room change fee. Refusal to accept a roommate or to move in with another roommate will be interpreted as agreement by the resident to pay the single room rate.

FACILITIES AND SERVICES
The Hall Office
An office staffed by CAs and office workers is located in each hall. Here you can get information about campus, student phone numbers, check out recreational equipment, borrow cleaning supplies, trade in light bulbs, buy stamps, get change and pick up various administrative forms.

• Louise Anderson Hall (509) 359-4197
• Dorothy Brewster Hall (509) 359-4595
• Dressler Hall (509) 359-7471
• Dryden Hall (509) 359-7316
• Morrison Hall (509) 359-7109
• Pearce Hall (509) 359-2771
• Streeter Hall (509) 359-7605

Keys
You are issued a room key that opens your room door, the laundry room, your mailbox and the outside doors leading into the building. (Bring a padlock to lock a drawer that contains your valuables.) If you lose your key, contact your Hall Office. Your door lock will be re-cored and you will be charged $50. The door is re-cored to ensure security for your roommate, yourself and your possessions. Duplicating your key is prohibited. If you are locked out of your room, please contact one of the CAs in the building. If you are unable to locate a CA, call University Police at (509) 498-9233. Brewster Hall has a card access reader to the outside doors and the doors to the suites. Each room will have its own key.

Mail Delivery
Mail is delivered to the halls during the regular academic quarter. Your mailbox number is the same as your room number. Be sure to tell your family and friends of your university address. It is especially important to notify them if you change rooms or halls. Mail will not be forwarded during winter break.

New Addresses
Louise Anderson Hall Dressler Hall
Motorcycles and Bicycles
Motorcycles are not allowed in the residence hall for storage, repair or riding purposes. They are to be parked outside in the designated parking areas.

Each hall has specific areas for storing bicycles. Be sure to have your bike locked in designated areas only, not on railings or balconies. Also, you should register your bike with the Cheney Police. Registering your bike is the only way you’ll have a chance of recovering it in case of theft.

Laundry Rooms
Each residence hall has laundry facilities. Some are centralized while others are located on individual floors. Washers and dryers are either EagleCard or coin operated. The laundry rooms are intended to be used by the residents of that hall only. Off-campus students are not allowed to use the hall laundry facilities. If you see non-residents using the laundry facilities, contact the CA/FM or RLC, who will ask them to leave. Check your laundry often in order to keep the machines open for someone else and prevent your clothes from being stolen.

Kitchens
Each residence hall is equipped with a full size kitchen as well as smaller kitchenettes for your use (except Brewster Hall). Each full size kitchen has a sink, stove, oven, microwave and refrigerator while the smaller kitchenettes have a sink, microwave and stove. We ask that you clean the kitchen when you are finished using it so that others may benefit from its use. Never leave your cooking unattended because a fire may start.

Storage Rooms
Limited storage space for suitcases, stereo boxes, etc. is available on most floors. All items must be clearly labeled and must be removed when you move out of the hall or at the end of spring quarter. Ask your CA/FM for help. These spaces are limited for individuals who live out of state or country and are returning to the residence halls in the fall.

Recycling
Recycling containers are available on every floor for collecting glass, aluminum and paper. Your cooperation in recycling these materials helps keep room and board rates at the lowest possible level. Residents in Louise Anderson and Dorothy Brewster Halls must take their garbage and recyclables out to their respective dumpsters.

Energy Conservation
You can do your part to help keep energy consumption low and housing costs lower. We really do appreciate your efforts.
- Don’t have your heat on and your window open.
- Turn off your lights when you leave the room.
- Don’t have your stereo or TV on at the same time.
- Turn your stereo, TV and computer off if you are leaving the room.
- Take shorter showers.
- Wear warm clothes instead of turning the heat up.

Telecommunications Package
We are pleased to provide a feature-filled telecommunications package. The features include:
- Expanded basic cable television.
Telephone service with unlimited local calling and optional
discounted long-distance rates.
• Personal voice mail box.
• Additional telephone features.
• Internet access via high speed Ethernet connection.
The package price is $57/quarter per person ($19/month). This is paid
at the beginning of the quarter along with your room and board
payments.

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Internet Access and General Computer Use
The speed of the Ethernet connection to your room depends, in great
part, on how the network is used by you and the other students in the
residence halls. Audio and video file downloads cause the network to
slow dramatically. Anytime you use file swapping software which allows
other people throughout the world to access files from your computer,
this also slows your speed by allowing external parties to saturate your
bandwidth. Please keep this in mind as you use the Internet.
Because of the nature of this Ethernet network, it is essential that
students do NOT operate their computer as a server. Students found to
be doing this will be asked to cease immediately and cooperate with
proper bandwidth usage on the network.
EWU and all telecommunication providers (phone, internet, cable
television) are not liable for the improper or illegal use of the
technology by the student (i.e., downloads of illegal content or
copyrighted audio or video files, harassing phone messages, etc.). The
individual student is responsible for any such misuse, whether the action
is against the Student Conduct Code or is punishable in a court of law.

MAINTENANCE, REPAIR AND CUSTODIAL SERVICE
If there is something in your hall or in your room that needs repair, you
must fill out a work order at the Hall Office. Depending on the repair, it
will be fixed by a maintenance mechanic or someone from the physical
plant. Each building has a custodial staff responsible for cleaning
bathrooms, hallways, lobbies and lounges. If you have concerns about
your custodial staff, please contact your RLC.

Student’s Responsibilities
1. Care and cleaning of your own room. Don’t sweep trash from your
room into the hall.
2. On your floor
• Keep the hallway clean.
• Place recyclable materials in proper containers.
• Wash your dishes promptly and don’t leave them in the sinks or
kitchen areas.
• Keep laundry area picked up.
• Help keep bathrooms clean by putting paper in containers, rinsing
sinks and not leaving personal items in the bathrooms.
• Clean up your own mess in bathrooms, hallways, elevators, etc.
3. In the building
• Don’t throw toilet paper and paper towels out windows.
• Place trash in containers. In Louise Anderson and Brewster,
residents must transport the garbage to the dumpster.
• Help keep lounges, TV rooms, etc. looking neat.

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Individuals and/or floors can be charged for the costs of extra
cleaning and collective damages may be levied against students
residing in specified living areas when a responsible party cannot
be identified.

Custodial Responsibilities
1. On the floor
• Clean the kitchen and laundry areas. Custodians will not clean
these areas if student’s personal items are present. If there is a
health and safety concern and the area must be cleaned, then the
responsible individual or community will be charged.
- Clean and disinfect bathrooms. Bathrooms are deep cleaned twice a week.
- Take out collective garbage.
- Vacuum hallways, lounges, etc.

2. In the hall
- Clean elevators.
- Clean lobbies and public areas.

**Disciplinary Process**

Residents are expected to comply with Washington State Law, applicable University regulations and policies, the Student Conduct Code, and bylaws of the student government or the residence hall to which they are assigned. An occupant’s contract may be terminated under the following conditions:

1. Violation of the Student Conduct Code and/or the Student Handbook.
2. Damage to the physical structure or furnishings of the residence hall.
3. Conduct or actions which are deemed by the University authorities to unreasonably interfere with University and hall functions, or endanger the health, safety or welfare of other persons including but not limited to, repeated occurrences of excessive noise, unauthorized possession of weapons, destruction of fire safety equipment, harassment and intimidation of other persons or physical assault and sexual misconduct.

**Your signature on the residence hall application/contract automatically constitutes acceptance of membership in the student association of your assigned hall and cooperation with the hall staff members.**

For information on suspension, see WAC 172-120-130.

The Office of Student Rights And Responsibilities (OSRR) serves as the student judicial affairs office at Eastern Washington University and is primarily responsible for enforcement of the EWU Student Conduct Code. The OSRR also provides mediation and alternative dispute resolution services for EWU students who are seeking to resolve conflicts with other students and/or members of the EWU community. The OSRR Office is located in 105 Showalter Hall. Call (509) 359-6960.

Violations of policy are reported to the RLC who may investigate the incident and either hear the case or refer it to the Office of Student Rights and Responsibilities (OSRR). Whether it is the RLC or OSSR who adjudicates the case, students are guaranteed certain due process rights. These rights are detailed in WAC 172-120-140 and include:

1. The right to a fair and impartial hearing before appropriate members of the campus community.
2. The right to be informed before being questioned that they are suspected of violating a university action, the nature and date of such activity, and that the person need not give any information regarding the alleged acts.
3. The right to speak on their own behalf and present their side.
4. The right to call any witnesses concerning the case to present pertinent information to the case.
5. The right to know their accuser and to cross-examine them and any others presenting evidence against them.
6. The right not to be subjected to judicial action more than once for a specific incident.
7. The burden of proof rests with the accuser (complainant). The burden of proof is carried by a fair preponderance of the evidence. A judicial action may be appealed if you feel that any of the above procedures were not met. An Appeal Request Form must be filed with the OSRR Office within five days after a disciplinary decision is announced. (See WAC 172-120-120.) The University Disciplinary Committee will review the procedural concern and decide whether to
A judicial action that cannot be appealed is one that is based on housing contract violations or community issues. Most laws or University policies are based on common sense. You are accountable to city, county, state and federal laws. Being a student does not provide immunity.

**VIOLATION FINES**

- Lost room key/duplication of key $50
- Lost EagleCard $15
- Failure to leave for a fire drill $100

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- Replacing exit sign $100
- Tampering with fire alarm/equipment or exiting $200
- Fire exit doors
  - Being on roofs of buildings $25
  - Suspending objects from buildings $25
  - Throwing objects/hall sports $25
  - Removal of window screen $25
  - Proping exit doors $25
  - Changing rooms after room change period $50
  - Unauthorized room change $50
  - Improper checkout $25
  - Failure to clean when moving out $10 minimum
  - Unauthorized moving of furniture $75
  - Missing furniture *
  - Damaged furniture *
  - Removal of beds $75
  - Peephole $8
  - Smoking, candles or incense burning $50
  - Vandalism/defacing property * and $50
  *

* = cost, replacement, or repair

**RESIDENTIAL LIFE POLICIES**

**Alcohol and Drugs**

In compliance with state law, the University permits students who are of legal age to have alcoholic beverages in the privacy of their own room. Morrison Hall is designated as a wellness building (no alcohol, drugs or tobacco). Students will be asked to sign a contract not to use these substances while living in Morrison Hall. Programs will be offered in relation to the overall well-being of the individual. The following guidelines are enforced in all the residence halls.

1. You must be 21 years of age or older to possess or consume alcohol in the privacy of your room.
2. Open containers of alcohol must be kept within the privacy of your room.
3. Kegs and common source containers are prohibited. No kegs, no more than one case of 24/12oz bottles or cans of beer or no more than one fifth of hard liquor, or the equivalent of wine/wine coolers are allowed in any one room in the residence hall. Non-alcohol brews such as near beer are prohibited.
4. Selling or providing alcohol to minors is prohibited.
5. Hosts are responsible for informing their guests about the policies concerning alcohol and drug use.

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6. No alcohol may be served at hall or floor functions.
7. The use or sale of illegal or controlled substances is prohibited.
8. The possession and consumption of alcohol in the privacy of the room and other housing shall not infringe on the privacy and peace of other individuals. Any infringement on the privacy and peace of an individual in the residence hall, regardless of the age of the offending individual, will be considered a violation of University regulation and therefore subject to disciplinary action.
9. If you are 21 or over and have an underage roommate, alcohol is not allowed in the room.
10. Alcohol must not be visible to the public; therefore, it must be sacked when carried into the residence hall.
11. Empty alcohol containers and other drug paraphernalia are not to be used as decorative pieces in the residence halls.
12. Students are expected to comply with reasonable requests by hall staff to provide identification and proof of age when requested. Reasonable requests by staff may be made when alcohol is observed through an open door or when behaviors indicative of alcohol use are exhibited by an individual (e.g. bloodshot eyes, slurred speech, staggering movements, odor on breath or clothes). Staff may also request to see the contents of a container when the above behaviors are observed. Failure to comply with hall staff making a reasonable request will result in judicial action being taken.
A mandatory orientation session for residents of the hall will be held each quarter for the express purpose of discussing policy and regulations regarding possession and consumption of alcohol. University Police will be called when a violation regarding alcohol or drug is detected. The officers will either give a written warning or an MIP, depending on the circumstances. In the matter of drugs, the student may be asked to leave the housing system. Behavioral problems resulting from consumption of alcohol or drugs will be referred to the OSRR (Office of Student Rights and Responsibilities) Office who reserves the right to impose sanction or disciplinary action. Actions taken may include, but are not limited to:
• Meeting with a Judicial Officer.
• Sanctions imposed by the Judicial Officer.
• Fines imposed by the Judicial Officer.
• Referral to the University Disciplinary Committee.
While the above represents possible campus judicial processes, the student may also be in violation of local, state and/or federal law and may simultaneously go through those appropriate judicial processes.

Anonymous Calls
1. Any phone call placed “without the intent of legitimate communication” can be cause for a misdemeanor charge. This includes threats, harassment, obscenities or calling for the sole purpose of making someone’s phone ring.
2. Knowingly letting your phone be used for anything similar to what’s described above is a misdemeanor charge.
3. University Police, in cooperation with the telephone company, have the equipment to trace calls. Harassing or obscene phone calls should be reported to the RLC and University Police immediately. In order for a phone number to be changed, University Police must be notified.

Appliances
Stereos, coffee pots, hot air popcorn poppers, TVs, computers, microwave ovens, refrigerators, etc., are allowed in the resident’s room. A power strip with a surge protector is recommended if there are many electrical appliances in a room. Open element appliances, such as space heaters and hot plates, are not allowed because of fire hazard. Water coolers and air conditioners are not permitted because of power limitations.
Note: Due to power limitations, using too many electrical items may overload an electrical circuit and cause a power outage.

Commercial Activities/Salespeople
Door to door sales or solicitation is not permitted in the residence halls, with the exception of local newspaper subscription delivery each
quarter. You should notify University Police or a hall staff member immediately if there is an unauthorized person on your floor. An exception to this policy is for ASEWU candidates. They may campaign door to door (2 p.m. – 8 p.m.) provided 24-hour notification is given to the RLC who in turn will notify residents.

**EWU facilities shall not be used for commercial/ noncommercial solicitation, advertising, or promotional activities except when the activities clearly serve an educational purpose. See WAC Code #172-139-010.**

**Fire Risk Issues and Regulations**

Open flame devices present an unacceptable risk in a residence hall setting. Therefore, university policy prohibits the use of candles, incense, simmering potpourri, solid fuel devices, kerosene lamps, open burning elements (tabletop stoves) and other open flame devices in the residence halls. Decorative candles are discouraged and must not be used. Furthermore, torchiere halogen lamps are also prohibited. Halogen lamps reach very high temperatures and can ignite nearby combustible materials.

**Fire Alarms and Drills**

Fire drills are conducted at least twice each quarter. The drills are to familiarize each resident with the safe and proper exiting procedure and route to evacuate the building promptly. All occupants will leave the building. Anyone not exiting will be referred for disciplinary action. When the fire alarm sounds, follow these instructions:

- Wear a coat and shoes.
- Leave lights on.
- Close window.
- Close and lock door.
- Exit by emergency stairway only. (If you encounter smoke, stay low. Oxygen is near the floor.)
- Knock on doors on your way to the fire exit to alert neighbors.
- Do not use the elevator.
- Do not re-enter the building until you are directed to do so by a staff member.

Because fire alarms need to be taken seriously, it is important that everyone leave the building during an alarm. There is a $100 fine and possible disciplinary charges for failure to evacuate the building. If you have any questions about the fire drill procedure, consult with your CA/FM or RLC. Propping of exit doors will result in a $25 fine.

**Fire Equipment**

Injuring or tampering with fire alarm apparatus or equipment – sounding false alarm of fire (CFR 9.40.100) is prohibited. Fire extinguishers are strategically located throughout each residence hall. Carefully follow the instructions on the extinguisher and use them ONLY in the event of a fire. Exit signs are considered fire equipment. Disciplinary action will be taken on individuals who sound a false fire alarm.

**Fire Safety**

Electrical appliances can be fire hazards. Do not leave coffee pots, etc., unattended, even for a short time. Do not leave stoves unattended while cooking. Remember to turn off the stove and unplug irons before leaving the kitchen and laundry rooms. Barbecuing is not allowed on the balconies. Hallways and exits must be kept free of furniture or other objects. Fire doors are not to be blocked open for any reason. They are designed to prevent the spread of smoke and flames in case of fire. Decorative materials for general use or holiday decoration should be nonflammable. Do not cover hallway light fixtures and fire exit signs.

**Fireworks**
Fireworks are not permitted within the residence halls or on University grounds.

**Furniture**

When you check in, the amount and condition of the furniture in your room is noted. You are responsible for making sure that it is in the same condition when you leave as when you arrived. In some rooms, the furniture is movable and in others, it is not. Furniture that is bolted down should be left bolted. Lounge furniture is to remain in the lounges.

**Guest Policy**

A guest is defined as any individual(s) who is not a contracted resident of the specific room or hall in question. Each guest must have a host who will be responsible for the behavior of his/her guest(s). Guests are expected to comply with all state and University regulations and policies. Persons who are not residents may be asked to leave the hall unless they are able to demonstrate that they are guests of a resident of the hall or on University business. Guests of residents may be required to leave if they are violating policies, damaging property, or showing potential to cause harm to themselves or others. Only people assigned to a room may reside in that room. Overnight guests are permitted only with the permission of the roommate. Roommates are strongly encouraged to take some time to talk about arrangements for guests, and how all parties feel about the potential disruption guests can cause, before guests are invited to stay. If a roommate feels his/her rights are being violated, it is his/her responsibility to attempt to discuss concerns with the roommate and contact a staff member to help resolve the conflict.

This policy does not allow cohabitation in the residence hall. Cohabitation is defined as behavior indicating that a room occupant is sharing his/her assigned space with a person who is not assigned to the room. Cohabitation is also defined as engaging in behavior that infringes upon community members’ right to privacy, sleep or study. Individual halls, floors or roommates have the right to make this policy more restrictive. A few guidelines to follow:

1. All overnight guests must be registered with hall staff.
2. The maximum length of visit is three consecutive nights and no more than seven nights per quarter.
3. Guests are expected to comply with all residence hall policies and regulations.
4. If your guest violates any hall policy(s) you will receive a fine of $50 in addition to the costs incurred due to vandalism, if applicable, and a loss of visitation privileges for as long a time as is deemed necessary.
5. Your guest will not be housed in any empty room during his/her visit.
6. An extra key will not be issued to your guest(s).
7. Receive permission from your roommate for a guest(s) to stay.
8. Complaints regarding cohabitation are considered cause for disciplinary action.
9. The all female floor reserves the right to limit times when male guests are allowed on the floor.
10. The all male floor reserves the right to limit times when female guests are allowed on the floor.

**Hall Sports/Projectiles**

Safety prohibits throwing anything from the building, windows, balconies or any place from which something can be thrown. In addition, throwing items at the building, such as, but not limited to, snowballs or water balloons is prohibited. Throwing objects, engaging in water fights, rollerblading, riding bicycles or any other sport is also prohibited due to the danger to residents and the potential damage to the facility. Violation of this policy is subject to a $25 fine and other
disciplinary action.

Harassment/Discrimination/Sexual Misconduct (Student Conduct Code)

The Residential Life Office is committed to the protection of personal rights for both residents and staff. Harassment based on race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran is not condoned within the Residential Life system. The following definitions may be helpful to you in assessing the character, action or statement.

1. Harassment based on race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran that has the purpose or effect of interfering with the individual’s educational or work environment.

2. Harassment based on race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran may include, but is not limited to the following:
   a. Use of negative expressions to refer to members of certain racial, ethnic, religious, age, sexual preference, or disabled groups.
   b. Dissemination of negative, hostile or demeaning stereotypes.
   c. References to differences as a negative attribute.
   d. Verbal or physical intimidation based on membership in these groups.
   e. Defacement of property or public spaces aimed at intimidating, harming, or embarrassing members in these groups.
   f. Actual verbal or physical assault based on a person’s membership in such groups.

If you believe you may be a victim of harassment or you witness such situations, you are encouraged to discuss it with the hall staff or the OSRR Office. Eastern strives to provide a positive environment for members of all groups and we want to continue to develop a community that respects the rights of every individual.

Students are protected against harassment under WAC 172-120-040 of the Student Conduct Code. Violations of the Student Conduct Code will be directed to the OSRR office.

Noise

In a group living situation, it’s obvious that an agreement regarding the volume and timing of noise has to be reached. Courtesy and communication are the keys to managing noise on your floor. Quiet hours for each building is decided by majority vote by the residents at the beginning of fall quarter.

If noise is getting out of hand, ask the person responsible to tone it down. If you get no response, or a rude one, contact the CA/FM for help. Residents who habitually present noise problems will be referred to the RLC and possibly to OSSR. Noise heard two doors away, as well as above or below, indicates that the noise in your room is too loud. In addition to specific quiet hours, the residence hall functions under “24-hour courtesy quiet hours,” meaning that when asked to be quieter, residents have the obligation to be courteous to others on the floor and to be quiet. Extended quiet hours may be instituted during dead week and finals week.

Pets

Because of fleas, sanitation, allergy concerns and consideration for others, pets are not allowed in University buildings, including apartments and residence halls. We will let you keep fish or underwater turtles in your room. Remember to make off-campus arrangements
when you leave for vacation. No snakes, hamsters, birds, guinea pigs, etc. are allowed.

**Smoking**
Smoking is not allowed in any of the residence halls, including and not limited to the balconies, hallways, bathrooms, etc. It is a violation and is subject to written documentation and possible disciplinary action. In addition, in accordance with University policy, you need to be 20 feet from the building when smoking.

**Vandalism**
As a member of the residence hall community, you can help by reporting anyone you see damaging, defacing or destroying property. We’ll do our best to see that they pay for the damage. With everyone taking responsibility for preventing and reporting vandalism, your housing costs can be better controlled and your living environment will be much more enjoyable. The vandalizing student(s) will be fined the cost of repair/replacement of equipment plus $50 and subject to further disciplinary action. If a responsible party is not found, the entire floor may be charged for repairs of a common area.

**Weapons**
Ammunition and weapons (rifles, shotguns, handguns, archery equipment, B-B guns, knives with 4" blades or longer, etc.) are not allowed in the residence halls. For those of you who enjoy hunting or target shooting, your weapons must be kept with University Police (at the Red Barn). This helps ensure your safety and the safety of other residents. (See WAC 172-722-120.)

**Windows**
1. Refrain from throwing anything (including liquids) out of windows. The safety of someone below may depend on it. This includes hanging things outside the windows.
2. Do not sit or hang out of the windows.
3. Do not turn your stereo speakers to project out the windows.
4. Keep your windows closed and locked when you are gone. On the lower floors, this is important for the security of your property as well as protection against bad weather.
5. If it is too hot, turn your thermostat down instead of opening the window in cold weather. Energy conservation is an essential part of keeping room rates low.
6. Screens are not to be removed. There is a $25 fine for removing the screen.