2019-2020 HOUSING AND RESIDENTIAL LIFE LIVING GUIDE

OUR VISION

Housing and Residential Life is the heart of a successful EWU experience through excellence in community, academic, and social development.

OUR VALUES

Student-centered
- We believe student success is the reason we exist.

Inclusivity
- We believe in embracing and honoring the unique traditions and experiences of each individual.

Collaboration
- We believe in combining our efforts and resources with other departments to provide a diverse and optimal student experience.

Learning
- We believe in providing opportunities to discover and utilize resources, concepts, and best practices for students, staff, and the campus community.

Stewardship
- We believe in being purposeful in how we care for our environment, money, time, employees and residents.

STAFF

Area Coordinator (AC)
Full-time professional in charge of Brewster Hall and the University Apartments. Oversees the daily functions and manages hall/apartment staff.

Residential Life Coordinator (RLC)
Full-time professional in charge of one residence hall. Oversees the daily functions and manages the hall staff.

Community Advisor (CA)
Student staff assigned to each floor of a residence hall to establish community. Helps plan floor activities, mediate conflicts, regulate policies, answer questions, and generally promote academic success.

Academic Community Advisor (ACA)
Student staff who in addition to CA duties, assists the AC or RLC with academic initiatives.
**Equity Educator**
Student staff who provides multicultural education and resources for all students.

**Office Worker**
Student staff who assist in the management of the hall and work at the hall office.

**Coordinator of Academic and Multicultural Initiatives**
The Coordinator focuses on connecting residence hall students with multicultural and academic resources, coordinates multicultural competency programs, academic programs, study tables, and study groups in the residence halls.

**Central Office**
Administrative procedures and departmental policies are coordinated through the Housing and Residential Life Office, located in snyamncut. The office staff will assist you with housing assignments, questions regarding your account, and other concerns you may have.

**Maintenance & Custodial Staff**
Each building has a maintenance mechanic assigned to coordinate repairs in the building and a custodial staff that is responsible for cleaning bathrooms, hallways, lobbies and lounges.

**LEADERSHIP OPPORTUNITIES**
Add value to your college experience, get involved! Housing and Residential Life is committed to creating an engaged learning experience through numerous student leadership opportunities. Below is a brief list of just some of the activities in which students can become involved.

**Hall Council**
Each residence hall has its own hall government. Opportunities for executive officers or for being a floor representative are available. This group is responsible for the hall budget, has opportunities to purchase equipment, and put on programming for all residents. Get involved and make a difference in your hall.

**Residence Hall Association (RHA)**
Residence Hall Association is the student government body representing the interests of all students living in the residence hall system. It is the parent organization for individual hall governments. They organize educational and social events to enrich the lives of students residing in the halls, as well as aid in organizing leadership conferences, workshops and retreats for student leaders. RHA also provides communication between the residents in the halls to the Department of Residential Life, ASEWU and Eagle Entertainment.

**National Residence Hall Honorary (NRHH)**
NRHH is an honor society comprised of the top leaders in the residence halls based upon outstanding leadership and academic achievement. Residents apply for membership and are selected by NRHH to join this selective group. The main goal of NRHH is recognition for those who contribute and enrich the lives of our students.

LIVING STANDARDS

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

Students are expected to:
- Help create and adhere to community standards.
- Comply with reasonable requests made by students, staff or university officials.
- Monitor and accept responsibility for the behavior of their guests.
- Respect one another.
- Clean up after themselves when using common areas such as kitchens or bathrooms.
- Participate actively in self-governance.
- Contribute positively to the community by participating in academic, educational and social programs.
- Carry room keys and access cards at all times.

Health and Safety
Due to the fact that students live in close proximity to each other and share common bathrooms, Housing and Residential Life recommends the following:
- Wash your hands with soap and water after using the bathroom.
- Do not drink from someone else’s cup or drink.
- Go to a medical facility if you have a sore throat or a prolonged illness.
- Notify Housing and Residential Life Staff if you have an extended illness.

Security
All doors to residence halls are locked 24 hours a day. To discourage unwanted visitors from entering the building, it is important that students do not prop exit doors open. If you see someone you do not know to be a resident, ask them if they belong in the building. It is also recommended that you keep your room door locked at all times. In addition, all overnight guests must register at the hall office. When living on lower floors of the building, we also recommend closing and locking your window while you are out of
the room to help prevent theft. Students are not allowed to sleep in lobbies unless it is for a hall sanctioned event.

ROOM ENTRY POLICY
University staff members may enter residence hall rooms without advance notice for maintenance/custodial, life safety and nuisance concerns. When practical, maintenance staff will give reasonable advance notice of room entry for non-emergency maintenance not requested by the occupant. Room entry forms are to be left by staff members indicating the reason for the entry when students were not informed prior to entry (ex: alarm clock noise or loud music when room is empty).

Room Entry: Maintenance/Custodial
After knocking to determine if the room is occupied, University personnel are to announce themselves and enter. If students are in the room, they may be requested to leave or step outside the room while the work is being completed. Students are responsible for moving any personal property that prevents staff from completing their tasks. Once work is completed, if the student is not present or announcement flyers have not been posted, a note will be left for the student explaining what has been completed. If staff leaves the room at any time, the door will be shut and locked and the same entry procedure will be followed.

Room Entry: Life Safety/Nuisance
The University staff reserve the right to enter rooms after knocking when presented with a safety or community standards concern. Examples of community standard concerns include, but are not limited to, noise and odor complaints.

ROOMS AND ROOMMATES
Your enjoyment of residence hall living depends largely on the thoughtful considerations you and your roommate demonstrate for each other. Communication is the key to a healthy living arrangement. Roommates need to talk and listen to each other.

Roommate Rights
- The right to sleep and study 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 will be discussed in an atmosphere of mutual respect and
openness.
• The right to live in an environment free of harassment, bullying, and/or discrimination

**Handling a Roommate Conflict**
1. Discuss the issue with your roommate(s). Use ownership phrases such as, “When this happens, I feel,” and avoid using blaming phrases such as, “You did.”
2. Revisit the Roommate Agreement you filled out at the beginning of the year with your roommate. If you haven’t done one, talk to your CA and work with your roommate to complete the Roommate Agreement.
3. If the first two steps do not work, talk to your CA. Your CA will help to mediate the situation if you wish.
4. If the mediation process is unsuccessful, follow the room change instructions provided to you.

**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. It is also an opportunity to share your culture with them. If you are interested in having an international roommate, contact the Housing and Residential Life Office, located in snyamncut or call (509) 359-2451. Communication is critical if you live with an international roommate to minimize conflict from cultural differences.

**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. To prevent damage to the walls and floors, please refrain from using industrial-strength tape such as duct tape, electrical tape, and packaging tape. Poster putty, 3M strips, and painter’s tape are safe and effective alternatives when installation and removal instructions are followed carefully. There is also no writing allowed on any walls in the residence halls. We encourage you to keep door numbers and peepholes uncovered at all times for safety reasons.
Disassembling beds and removing furniture from your room is prohibited without prior approval from your hall director. Double beds are prohibited. If you need to bring your own bed because of medical reasons, please contact Disability Support Services to request an accommodation. **Bricks and risers used to raise the beds are not allowed.** If a student(s) would like to bunk or loft the bed(s), some halls may have lofting kits available, which may be requested by completing a work order at the hall office. University-provided lofting kits are required for safe lofting; lofting without a university-provided kit is not allowed. Limited supplies are available and are provided on a first come, first served basis.
Room Changes
Residents are encouraged to communicate with their roommates to resolve issues before requesting a room change. Your Community Advisor is trained and willing to assist you with developing a positive relationship with your roommate. If you determine that you would like to change to another room, speak with your Community Advisor about the concerns and issues you are having with your roommate or your desire to live in a different hall or community. The professional staff member and your Community Advisor will discuss the situation, and follow-up with you regarding the options available. If your request is time sensitive or extremely urgent and your Community Advisor is not available, either call the on-call phone for your building or schedule a meeting with the professional staff member of your building. You will be asked to complete a Room Change Request Form and may be asked to obtain additional signatures before the request can be processed. The room assignments coordinator and the professional staff member will do their best to accommodate your request. While we process your request, we ask for your patience.

Housing and Residential Life may initiate room changes in situations where there has been a violation of the contract, the terms of this Living Guide, Residential Life Community Standards, University policies, state, federal and local laws when any of the above situations is under active investigation. The University representative in a department-initiated room change may be the professional staff of that building, the Senior Director of Housing and Residential Life or anyone acting as his/her designee. Facility concerns may also require the removal of students from one campus residential area to another.

Interim Restrictions Due to Student Conduct
The University can terminate a student’s contract within 24 hours from the time the university is notified that there has been a violation of the contract, the terms of the Residential Living Guide, Residential Life Community Standards, and/or University policies, and state, federal and local laws and regulations. The University representative in a residential contract termination is the Senior Director or a person acting as their designee.

Interim restrictions may prevent a student from entering and living in their room. University ‘no trespass’ orders will prevent a student from entering and living in their room. Once the student is served an applicable interim restriction or ‘no trespass’ order, they will need to arrange with University police access to their belongings in the residence hall. These actions do not qualify students for a room and board refund.

FACILITIES AND SERVICES

Hall Office
An office staffed by students is located in each hall. Here you can get information about campus, check out
recreational equipment, borrow cleaning supplies, submit a work order, and pick up various administrative forms. Hours for your hall office will be posted outside each office; you may also contact the hall office at:

- Anderson Hall: 509-359-4493
- Brewster Hall: 509-359-4407
- Dressler Hall: 509-359-4420
- Morrison Hall: 509-359-4464
- Pearce Hall: 509-359-4435
- snyamncut: 509-359-4197
- Streeter Hall: 509-359-4482

Hall Offices are open Monday-Friday, Noon-10p.m. and on weekends, Noon-3p.m. and 6p.m.-12a.m. Some of the residence halls may extend the hours. Due to unexpected staffing issues, the office may be temporarily closed.

**Keys**
You are issued keys that access your room door and your mailbox. If you lose any key, contact your hall office to re-core your door and get a key replacement. The door is re-cored to ensure security for your roommate, yourself, and your possessions. Duplicating your key or giving it to any other person is prohibited. If you are locked out of your room, please contact the main office of the building or call 509-359-2451 between 8 a.m. and 5 p.m. **Each student will have two free key-ins per quarter; any key-in after that will result in a key-in charge. Remember to carry your keys at all times.**

**Furniture**
When you check in, you will receive an e-mail to your Eagles e-mail account providing you with instructions to verify the condition of your room. You are responsible for making sure 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. Lounge furniture is to remain in the lounges. There is a charge for replacement or repair of missing or damaged furniture, including window screens. Damage in any common space may be billed to multiple residents if the person/people responsible for the damages cannot be determined.

**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.

**Addresses**

- **Anderson Hall:**
  - Name
  - 905 Elm Street, Room #__
  - Cheney, WA 99004-2429

- **Morrison Hall:**
  - Name
  - 218 N. 10th Street, Room #__
  - Cheney, WA 99004-2708

- **Streeter Hall:**
  - Name
  - 202 N. 10th Street, Room #__
  - Cheney, WA 99004-2707
Brewster Hall: 
Name
404 Second Street, Room #__
Cheney, WA 99004-1604

Pearce Hall:
Name
1112 Elm Street, Room #__
Cheney, WA 99004-2439

Dressler Hall:
Name
1128 Elm Street, Room #__
Cheney, WA 99004-2498

snyamncut:
Name
1027 Cedar Street, Room #__
Cheney, WA 99004-2708

Parking
RH and DH permits may be purchased online at [https://inside.ewu.edu/parking/rh/](https://inside.ewu.edu/parking/rh/) once housing and admission paperwork has been processed. You can enter your Eagle ID number to purchase a permit online; quarterly and annual permits are available.

Parking space near residence halls is limited. Your parking permit does not guarantee a space next to your residence hall. If all legal spaces in the lot next to your hall are full, you must park in another valid residential hall lot or overflow lot. Residence Hall (RH) - Dressler, Dryden, Louis Anderson, Morrison, Pearce, snyamncut, and Streeter Hall residents' are issued a universal RH permit which is valid ONLY at P-13 and/or P-16, with approved overflow parking in P-12 above Roos field. Brewster Hall (DH) residents are issued a permit for the lot across from Brewster Hall on Second Street and/or the lot between First and Second on G Street as the overflow lot. RH Permit and DH permits are not interchangeable. If you park in P12 overflow or Brewster overflow late at night, please call the Police Dispatch number about 10 minutes before your arrival to obtain Officer Assistance to assist you in returning to your dorm; 359-7676.

P-12 overflow parking is subject to game-day and special event rules. All RH permit holders must remove their vehicles in P-12 by 5:00 p.m. Friday night prior to all Saturday EWU home football games and can move them back Sunday around noon.

Motorcycles require parking permits. Please contact our office at 359-PARK.

PLEASE read your Eagle email as this is how you will hear about parking notifications.

**Motorcycles and Bicycles**

Motorcycles require parking permits. Please contact our office at 359-PARK.

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. You should also register your bike with the EWU and/or Cheney Police. Registering your bike is the best way to have a chance of recovering it in case of theft.
**STA Bus Ridership and Vacation Shuttle through Wheatland Express:**
All registered students are eligible to ride the STA bus system. The busses load/unload on Elm Street near the PUB and travel to/from Spokane frequently. Your Eagle card is your bus pass. Swipe the card in the reader at the entrance to the bus and you are good to go! For information about STA, please visit [https://www.spokanetransit.com/routes-schedules/routes](https://www.spokanetransit.com/routes-schedules/routes) or the Campus Services office at 101 Tawanka or call 359-7275. We will get you where you need to go. Save the gas and parking costs!

Wheatland Express offers Thanksgiving, Winter and Spring break motor coach service to the west side. Please go to [https://wheatlandexpress.com/vacation-express/](https://wheatlandexpress.com/vacation-express/) and click on the Eastern icon for information. Be sure to reserve a space 3-4 weeks ahead as that will determine the number of coaches they will need to accommodate.

**Laundry Rooms**
Each residence hall houses laundry facilities. Some are centralized while others are located on individual floors. Washers and dryers are operated by using your pre-paid laundry card. 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 hall staff. Check your laundry often in order to keep the machines open for someone else and prevent your clothes from being stolen. If you lose your laundry card, you can purchase a replacement card at Housing and Residential Life, 104 snyamncut.

**Kitchens**
Each residence hall is equipped with a full size kitchen as well as smaller kitchenettes for your use. Each full size kitchen has a sink, stove, oven, and microwave, while the smaller kitchenettes have a sink, microwave and stove. We ask that you clean-up after yourself in the kitchen when you are finished using it. **Never leave your cooking unattended because a fire may start or you may set off a smoke or heat alarm and the entire building will have to vacate.**

**Recycling**
Recycling containers are available in each hall for collecting glass, aluminum and paper. Residents in Anderson and Brewster must take their garbage and recyclables out to their respective depositories.

**Energy Conservation**
You can do your part to help keep energy consumption low. Ways to conserve energy in the residence halls include:
- Do not have your heat turned up and your window open.
- Turn off your lights when you leave the room.
- Do not have your stereo and TV on at the same time.
- Turn your stereo, TV, and computer off if you are leaving the room.
- Limit shower time.
- Wear warmer clothes instead of turning the heat up.
**Telephone Connectivity and Emergency Calling**

There are no land lines in most residence hall rooms. Hallway phones are available for campus calls, local area calls and emergency 911 calls. Because emergency calls to cell phones in multi-floor buildings do not allow responders to easily identify the location of the call, we ask that, if possible, all emergency calls be placed from the hallway phones. Optionally, a resident may request land line connectivity in their room for an additional fee.

**Television**

There are no cable packages in residence hall rooms. Cable is available in residence hall lounges and community spaces. Optionally, a resident may request cable connectivity in their room for an additional fee. Please contact DCI at 509-624-7129.

**Internet Access and General Computer Use**

Your room and board package includes high-speed Internet connectivity via Ethernet connection. There is one port per room, which requires students to supply their own Ethernet switch in order to split the one port into two ports. These can be purchased at many retail chains as well as in the University Bookstore. Routers are NOT allowed on the residential campus network. Additionally, all residence halls have full wireless throughout the building.

By connecting to the Ethernet network within the Eastern Washington University residence halls, every user automatically accepts the "Internet Acceptable Use Policy for EWU Residence Hall Students". It is your responsibility to know this policy and it can be found online at [https://inside.ewu.edu/housing/internet-use-agreement/](https://inside.ewu.edu/housing/internet-use-agreement/). If you are found in violation of any part of the policy, you may, at the discretion of Housing and Residential Life, be disconnected either temporarily or permanently from the network.

- **Viruses and Operating System (OS) patches/updates**: All students who connect to the residence hall campus network are required to have updated anti-virus software and current operating system patches. If we detect that your computer is infected or infecting others, you will be disconnected until the problem is resolved to our satisfaction and, in some cases, that you fulfill requirements as dictated by the Office of Student Rights and Responsibilities. To help you with this, the Student Technology Fee paid by all EWU students includes a free subscription to Trend Micro anti-virus software. The installation of this software should be the first thing you do when you set up your computer on campus.

- **Network Speed**: 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. The network has traffic shaping built into it which allows us to manage the bandwidth utilization and application...
performance by actively preventing network congestion.

- **Illegal Downloads**: Downloads of any copyrighted materials are illegal. If the industry policing this activity--such as RIAA (Recording Industry Association of America) or MPAA (Motion Picture Association of America)--identifies you as someone who is illegally obtaining or sharing this material, you will be responsible for any fines, sanctions, and/or legal fees. Your Internet connection may also be disconnected. Keep in mind that as the end user, you are legally responsible for your actions. We don’t monitor what you do online, but we will follow the law when it is brought to our attention.

### MAINTENANCE, REPAIR AND CUSTODIAL SERVICE

**Student 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 do not leave them in the sinks or kitchen areas.
   - 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
   - Place trash in appropriate containers/dumpsters. Ask your hall staff for specific details.
   - Keep the laundry area picked up.
   - Help keep lounges, TV rooms, etc. looking neat.
   - Do not put anything in the drinking fountains.
4. Students in Anderson Hall (with in-room baths) and Brewster Hall, are in charge of keeping their bathrooms/common areas clean. Custodial services are not available for this, but can provide cleaning supplies to students in these areas. We recommend that you deep clean your bathrooms at least twice a quarter.
5. If there is something in your hall or in your room that needs repair, please fill out a work order at the Hall Office or via the website. Depending on the repair, it will be fixed by a maintenance mechanic or someone from the larger Facilities crew. Do not try to fix anything yourself.
6. **Individuals, suitemates, and/or floors can be charged for the costs of extra cleaning and collective damages that occur in specified living areas when a responsible party cannot be identified.**

**Custodial Responsibilities**
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 Hall Staff.

1. On the floor
   • Clean the kitchen and laundry areas. Custodians will not clean these areas if students’ 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. Please note the exception for Brewster suites.
   • Clean and disinfect bathrooms every day Monday through Friday. Please note: exceptions are Anderson shared baths and Brewster suites.
   • Take out common area garbage or garbage from designated areas.
   • Vacuum hallways, lounges, etc.
2. In the hall
   • Clean elevators.
   • Clean lobbies and public areas.

FIRE SAFETY AND EMERGENCIES

Appliances
Stereos, coffee pots, TVs, computers, microwave ovens, and mini-refrigerators (6 cubic feet maximum) are allowed in the residents’ rooms. Refer to the What to Bring section at https://inside.ewu.edu/housing/what-to-bring/ to find a list of allowable items. A power strip with a surge protector is highly recommended if there are many electrical appliances in a room. Open element appliances, such as space heaters, toasters and hot plates, lava lamps/lights, black lights, etc 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. Attention Brewster residents: it is not necessary for you to bring a mini-refrigerator. A full-size refrigerator is provided in each suite common space.**

Fire Safety
Fire Alarms and Drills
Fire drills are conducted at least once a year. The drills are to familiarize each resident with the safe and proper exiting procedure and route to evacuate the building promptly. All occupants must leave the building and follow these instructions:
   • Wear a coat and shoes.
   • Leave lights on.
   • Close window.
   • Take your keys.
• Close and lock door.
• Exit by emergency stairway only. If you encounter smoke, stay low. Oxygen is near the floor.
• Do not use the elevator.
• Go to the specified evacuation area (details are provided at the first residence hall meeting).
• 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 for your safety that everyone leaves the building during an alarm. If you have any questions about the fire alarm procedure, consult with your Hall Staff.

**Fire Equipment and Hazards**
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.

Hallways and exits must be kept free of furniture or other objects such as floor rugs. 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. Students must not tamper with the fire alarm and suppression system including but not limited to covering or disconnecting detectors, and theft of a fire extinguisher will be charged according to the University Fee Schedule.

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. University policy prohibits the use of candles, incense, simmering potpourri, solid fuel devices, kerosene lamps, open burning elements (tabletop stoves), toasters, and other open flame devices in the residence halls. Decorative candles and lamps that reach very high temperatures and can ignite nearby combustible materials and are also not allowed. Some examples include: Halogen lamps, five light floor lamps, etc.

**Elevators**
Elevator misuse or damage such as tampering with the emergency bell or the 911-call button is a violation and subject to disciplinary action and a possible fine. If misuse continues and the violators are not present the entire building may face fines. If you are stuck in the elevator, press the 911 button for help. For your safety, please do not try prying the doors open.

**Emergency Contact**
Students in the residence halls identified a contact person when they completed the housing application, and should provide this information to the University through EagleNet. In the case of a crisis or emergency pertaining to that particular student, the University will contact the person(s) listed as emergency contact(s).
**Missing Persons Contact**

Students have the opportunity to designate someone other than their emergency contact to be contacted if the University has reason to believe the student is missing. They will be given the opportunity to provide this contact information either prior to, or upon moving onto campus.

In the case where a student is determined to be missing, the EWU Police Department will be notified and will initiate contacting the person specifically designated by the student for missing student situations. If the student did not designate someone for that specific purpose, their primary emergency contact or parent/guardian will be contacted.

**HOUSING AND RESIDENTIAL LIFE POLICIES**

Residents are expected to comply with Washington State Law, United States Federal Laws, applicable University and Housing and Residential Life regulations and policies, and the [Student Conduct Code](#). Violations of policy are reported to the Professional Staff who may investigate the incident or refer it to [Student Rights and Responsibilities (SRR)](#).

**Alcohol**

In compliance with state and Federal law, the University permits students who are of legal age to have alcoholic beverages in the privacy of their own room under certain guidelines. Hosts are responsible for informing their guests about the policies concerning alcohol and drug use. 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. Please note, hallways are considered a public place. If the door of a residence hall room is open, the room is considered a public place.
3. Kegs, common source containers, and non-alcohol brews such as “near beer”, are prohibited. Those over 21 may have no more than one 6-pack (6 cans/bottles of beer), OR no more than one pint of hard liquor, OR the equivalent of wine/wine coolers in any one room in the residence halls.
4. Selling or providing alcohol to minors is prohibited.
5. No alcohol may be served at hall or floor functions. If you are 21 or over and have an underage roommate, alcohol is not allowed in the room. Residents in Brewster Hall who are 21 or over may have alcohol in their individual room, but not in the suite’s common area if any of their suitemates are under 21.
6. Alcohol must not be visible to the public; therefore, it must be carried in a bag and not visible when carried into the residence hall.
7. Empty alcohol containers are not to be used as decorative pieces in the residence halls.
8. Students are expected to comply with reasonable requests by hall staff to provide identification, proof of age, and show contents of a container when requested. Reasonable requests by staff may be made when behavior is indicative of alcohol use are exhibited by an individual.

**Drugs**

All drug policies are in compliance with Federal law.
1. The use or sale of illegal or controlled substances is prohibited.
2. Marijuana and other drugs are not allowed in the residence halls as Federal Law is enforced.
3. Drug paraphernalia is not to be used as decorative pieces in the residence halls.
4. Students are expected to comply with reasonable requests by hall staff to provide identification, proof of age, and contents of a container when requested. Reasonable requests by staff may be made when behavior is indicative of drug use are exhibited by an individual.

**Commercial Activities/Salespeople**

Residential facilities are not to be used for commercial/noncommercial solicitation, advertising, or promotional activities except when the activities clearly serve an educational purpose and meet the following guidelines:
1. All materials must be brought to the Housing and Residential Life Office. Individuals will not be permitted to post their own materials. Staff will post and remove all materials.
2. All posters must include the EWU Logo and DSS Statement, which can be provided by any AC/RLC or Housing personnel.
3. One flyer or poster (8 ½ x 11) per floor, including the main lobby will be permitted and must have the original stamp of approval from the PUB director. Any flier or poster larger than this must be approved by the Chief Housing Officer. Speak to the Housing Staff at 1027 Cedar Street to find out exactly how many copies per hall you will need.
4. Any poster or flyer displayed without permission will be subject for removal and future publicizing by the group or individual may be restricted.
5. Inter-hall activities may be publicized in any hall if they are sponsored by the Housing and Residential Life Office and/or associated organizations.
6. Guidelines regarding Mail-Box Stuffers are available at the Housing and Residential Life Office at 1027 Cedar Street.

Door to door sales or solicitation is not permitted in the residence halls. 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 elections. They may campaign door to door with parameters agreed upon by the Chief Housing Officer or designee and ASEWU Director of Elections. During this time,
you may post “do not disturb” signs on your door.

**Guest Policy**
A guest is defined as any individual(s) who is/are 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) and accompany the guest at all times. 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 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. Before guests are invited to stay, 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. 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 residence hall rooms. Cohabitation is defined as behavior indicating a room occupant is sharing his/her assigned space with a person who is not assigned to the room.

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. Receive permission from your roommate for a guest(s) to stay.

**Hall Sports/Projectiles**
Safety prohibits throwing or hanging anything from the building, windows, balconies, or any place from which something can be thrown. In addition, throwing items at the building, engaging in water fights, rollerblading, riding bicycles or any other sport in the hall is prohibited due to the danger to residents and the potential damage to the facility.

**Hover boards / Self-Balancing Scooters**
Due to reports of unexpected and spontaneous fires caused by hover board batteries, these devices are not allowed in any residence hall. For more information, please refer to *EWU Policy 603-09* 
https://sites.ewu.edu/policies/policies-and-procedures/ewu-603-09-hoverboards-self-balancing-
Animals
Pets, with the exception of fish or underwater animals, are not permitted in the residence halls. Fish (total amount of tank size cannot exceed 10 gallons) or underwater animals may be kept in your room. Underwater animals are those that MUST remain in water 100% of the time to survive. Remember to make off-campus arrangements when you leave for vacation.
Assistance animals will be permitted upon approval with proper documentation through Disability Student Services (DSS). Please refer to EWU Policy 204-08 on the Disability Student Services (DSS) website for more information https://inside.ewu.edu/dss/documentation-and-policies/. Students who are found to have unapproved animal(s) on campus will be charged a $250 fine.

Smoking
Smoking, including e-cigarettes, is not allowed in any of the residence halls, including and not limited to the balconies, hallways, bathrooms, stairwells and other areas defined by staff. In addition, in accordance with University policy and state law, you need to be 25 feet from the building when smoking. Designated smoking areas have been assigned for each building.

Study/Quiet Hours
In a group living situation, 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. Study/Quiet hours for each building are Sunday–Thursday, 10:00pm–8:00am and Friday–Saturday, 1:00am–9:00am. These hours are posted in each building, but each floor (particularly those designated as Quiet Floors) is allowed to increase the length of its quiet hours through discussion and majority vote at floor meetings throughout the academic year. However, all of the residence halls function under “24-hour courtesy study hours,” meaning that when asked to be quieter, residents have the obligation to be courteous to others on the floor and be quiet. Extended study hours will be instituted during finals week.

If noise is too loud on your floor, talk to the person responsible and agree to an acceptable level for both parties.

Vandalism
As a member of the residence hall community, you can help by reporting anyone you see damaging, defacing or destroying property. With everyone taking responsibility for preventing and reporting vandalism, your living environment will be much more enjoyable.

Recording devices
If you have a recording device, such as a webcam or smart phone, make sure you have obtained consent from someone before you record them. It is a crime in Washington to record a private conversation without someone else’s consent.

**Video policy for Public Lounges/Areas in residence halls**
Federal copyright law restricts the use/showing/performance of motion pictures or other copy written materials (including copy written electronic gaming materials) to private showings.

**Weapons**
Ammunition and weapons (rifles, shotguns, handguns, archery equipment, B-B guns, knives with 4” blades or longer, air powered guns, dangerous chemicals, martial arts weapons, explosives, fireworks, other dangerous weapons, or replicas of any of the above items, etc.) are not allowed in the residence halls.

**FEES AND FINES**
For specific fees and fines and other costs associated with Housing and Residential Life, please view the corresponding fiscal year fee report, which can be found on the Budget Services Webpage, in the Fee Reports section toward the bottom of the page https://inside.ewu.edu/financialservices/budget-services/internal-resources/fees/.