

# HOUSING AND RESIDENTIAL LIFE LIVING GUIDE

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## Housing Staff

### *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. On-campus living provides unique resources and connections for them.

#### *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*

### *Residential Life Coordinator (RLC)*

Full-time professional in charge of a residential community or communities. Oversees the daily functions and manages the residential community staff.

### *Community Advisor (CA)*

Student staff assigned to communities in a residence hall to establish community. Helps plan floor activities, mediate conflicts, regulate policies, answer questions, and generally promote academic success.

### *Apartment Community Manager (ACM)*

Student staff assigned to the University Apartments to help establish community. Helps plan community activities, mediate conflicts, regulate policies, and answer questions.

### *Office Worker (OW)*

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

### *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 housing facility has a maintenance mechanic assigned to coordinate repairs. Custodial staff is responsible for cleaning bathrooms, hallways, lobbies, lounges and laundry rooms in residence halls. Custodial is responsible for cleaning rooms in apartments after move-outs at the Apartments.

## **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.

### ***Community Council***

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

### ***Resident Housing Association (RHA)***

Resident Housing Association is the student government body representing the interests of all students living in the Housing and Residential Life system. It is the parent organization for individual community governments. They organize educational and social events to enrich the lives of students residing on campus, 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) - Currently inactive Fall '22***

NRHH is an honor society composed 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.

## **Community Living Standards and Relationships**

### ***Community Standards***

Community standards are a set of guidelines by which residents of the community 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 meetings held by their Community Advisor (CA) or Apartment Community Manager (ACM).

***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 and adhere to the guest policy..
- Respect one another.
- Clean up after themselves when using common areas such as kitchens, bathrooms and laundry rooms.
- Participate actively in self-governance.
- Contribute positively to the community by participating in academic, educational and social programs.
- Carry room keys and Eagle Card 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.

***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 Director or a person acting as their designee.
- Interim restrictions **may** prevent a student from entering and living in their assigned space. University 'no trespass' orders **will** prevent a student from entering and living in their assigned space. Once the student is served an applicable interim restriction or 'no trespass' order, they will need to arrange with University police to gain access to their belongings in university housing. These actions do not qualify students for a room and board refund.

***Maintenance, Repair and Custodial Service******Student Responsibilities***

1. Care and cleaning of your own space. Don't sweep trash from your room into shared areas.
2. Keep common areas clean
  - Keep the hallways and common areas 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 common areas such as bathrooms, kitchens, hallways, elevators, etc.

3. In the building
  - Place trash and recycling 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 the Apartments are responsible for keeping their bathrooms/common areas clean. We recommend that you deep clean your bathrooms at least twice a quarter.
5. If there is something in your hall, room, or apartment that needs repair, please fill out a maintenance request 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, roommates, 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 – Residence Halls***

Each residence hall 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 and disinfect 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.
  - Clean and disinfect bathrooms every day Monday through Friday. Please note: exceptions are Anderson shared baths.
  - 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.

### ***Repairs and Cleanliness***

Maintenance Requests can be completed online through the Housing Portal which can be found on the Housing website. All repairs are done by Facilities Maintenance employees who typically work from 7:30am-4pm Monday through Friday. In case of emergencies, please contact the Housing and Residential Life office at 509.359.2451 during business hours, or on the Residential Community on-call phone. Housing staff has been given authority to determine emergencies. If there is a doubt, Housing staff will ask maintenance personnel to make the decision.

If an event is not an immediate danger to the occupants or causing physical damage to the building, it is the Housing and Residential Life policy to take care of the problem the next work day. Please understand that there is a difference between an inconvenience and an emergency. After hours calls are charged at an

overtime rate and can affect the ability of Housing and Residential Life to keep rent prices at a minimum. A resident will be responsible for repairs that are considered above “normal wear and tear” – see below.

Rooms and shared areas must be kept clean, orderly, and in good condition at all times. Residents must properly dispose of garbage, recyclables and compost items in designated collection sites. Residents will be responsible for any charges that result from their failure to keep their room or common areas clean, orderly and in good condition.

Rooms must be kept at a level of cleanliness that does not delay maintenance and custodial personnel from completing work. Residents must comply with any university prescribed corrective actions and will be held responsible for any charges as a result of failure to keep room or shared areas in clean, orderly, or in good condition.

The University reserves the right to enter residential spaces quarterly to perform maintenance and security checks. Student is personally responsible and liable for the cost of cleaning, minor pest control, and all damages to (except for reasonable wear and tear as determined by the University) or losses of any University property furnished under this contract. It also reserves the right to terminate a contract due to persistent sanitary conditions affecting others and/or property.

### ***Reasonable Wear and Tear***

Students are responsible for damage to their assigned spaces, and community spaces except what is considered “reasonable wear and tear.” Reasonable wear and tear is generally defined as unavoidable deterioration in the dwelling and its fixtures resulting from normal use. For example, carpet wear due to normal traffic is wear and tear, while a burn or scratch marks in the carpet is avoidable and constitutes damages. Typical examples of damage above reasonable wear and tear include items being flushed down a toilet, drawing on walls, cracks or holes in doors, broken windows, and stains, filth, or odors which are difficult or impossible to remove.

### ***Rooms and Roommates***

Your enjoyment of residential living depends largely on the thoughtful consideration 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 or ACM and work with your roommate to complete the Roommate Agreement.
3. If the first two steps do not work, talk to your CA or ACM, they 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 on campus. 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 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. 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. Double beds are prohibited in residence halls. If you need to bring your own bed because of medical reasons, please contact Student Accommodations and Support Services to request an accommodation.

### ***Room Changes***

Residents are encouraged to communicate with their roommates to resolve issues before requesting a room change. Your CA or ACM 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 CA or ACM 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 CA or ACM will discuss the situation, and follow-up with you regarding the options available. If your request is time sensitive or extremely urgent and your CA or ACM 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 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.

## Security – Keys and Room Entry

### *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 residence hall 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.

### *Keys*

#### *Keys – Residence Halls*

You are issued keys that access your room door and your mailbox. In all residence halls, your room key will also open your mailbox. If you are locked out of your room, you may check-out a key at the hall office. If the Hall Office is not open, you can call the on-call phone for your building to be keyed into your room. . If keys are lost, the entire lock must be replaced and the cost is charged to the resident. **Each student will have two free key-ins per quarter; any key-in after that will result in a key-in charge.**

#### *Keys – Apartments*

Students are issued keys that will access their apartment and mailbox. Each single student will receive one key. Keys will be issued for the apartment door and mailbox. Residents who are locked out should call the Apartments on-call phone or the EWU Police. If keys are lost, the entire lock must be replaced and the cost is charged to the resident. Mailboxes and apartment keys are separate locks.

### *Room Entry Policy*

University staff members may enter residence hall rooms and apartments without advance notice due to maintenance/custodial, life safety, when a student's roommate has checked out, and for nuisance concerns. When practical, maintenance staff will give reasonable advance notice of room entry for non-emergency maintenance not requested by the occupant. After knocking, University personnel are to announce themselves and enter.

### ***Room Entry: Maintenance/Custodial***

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 or apartments after knocking when presented with a safety or community standards concern without any prior notice to the residents. Examples of community standard concerns include, but are not limited to, noise and odor complaints.

## Facilities and Services

### ***Bunking and Lofting of Beds***

**Bunking or lofting of beds may be available in snyamncut only.** If a student(s) would like to bunk or loft the bed(s), may put in the request by completing a maintenance request 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. Bricks and risers used to raise the beds are not allowed. **Students must unbunk/unloft beds prior to moving out or they will be charged for the time for maintenance staff to unbunk/unloft.**

### ***Energy Conservation***

You can do your part to help keep energy consumption low. Ways to conserve energy in the residence halls include:

- Turn off your lights when you leave the room.
- 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.

### ***Exhaust Fans***

All apartments have exhaust fans in the bathroom and are expected to use them in order to keep excess moisture from causing damage to the unit.

### ***Grounds/Building Exterior***

Please respect shared common areas, always remembering that other residents may want to use them. Personal items and trash should be picked up immediately after use to maintain a safe and clean exterior space.

Swimming pools are not allowed on the grounds as they present multiple concerns regarding liability, damage to the grass, and getting in the way of the grounds department working in the area. Tents are also not permitted in the lawns.

Resident cooperation at the Apartments in cleaning up the yards is especially necessary when Grounds personnel are mowing the area or maintaining shrubbery. Composting and creating gardens in the areas next to the apartments is not permitted.

### ***Floors***

Use only cleaning products indicated for no-wax floors or you could be charged for any damages. If your room or shared space is carpeted, it was cleaned with professional equipment prior to your arrival. Permanently scarring events such as bleach stains, burns, animal scratches, and wax spills will result in charges equal to the cost for new carpet throughout the apartment which can cost \$2000+. Damage in any common space may be billed to multiple residents if the person/people responsible for the damages cannot be determined.

### ***Hall Office***

An office staffed by students is located in each residence hall. Here you can get information about campus, check out recreational equipment, borrow cleaning supplies, submit a maintenance request, 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 | Pearce Hall   | 509-359-4435 |
| Dryden Hall   | 509-359-4407 | snyamncut     | 509-359-4197 |
|               |              | Streeter Hall | 509-359-4482 |

Hall Offices are open 7 days a week. Hours vary based on staffing. Due to unexpected staffing issues, the office may be temporarily closed.

### ***Internet and General Computer Use***

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/>. 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.

### ***Internet Access - Residence Halls***

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.

- **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.

### ***Internet Access - Apartments***

Your apartment rent includes up to 100 meg internet through a cable modem provided by Davis Communications. In order for the provided internet to have wi-fi capability, you must bring, setup, and maintain a wireless ROUTER ONLY (not a router modem combo) for your apartment. If you would like to purchase higher speed internet you may do so through Davis Communication or Centurylink.

### ***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.**

### ***Laundry***

Each residential facility houses laundry facilities. The laundry rooms are intended to be used by the residents of that hall only. It is important to remember that there are many people using the laundry rooms. It is the responsibility of residents to pick up after themselves and keep the machines and folding surfaces clean. Please remove your laundry immediately after the machine cycle is complete so that others can use the facilities. Also, do not store your personal laundry supplies in the laundry room. Laundry etiquette is based on common courtesy and cleanliness. There may be more specific laundry guidelines posted in your laundry area.

### ***Laundry - Residence Halls***

Some residence halls' laundry facilities are centralized while others are located on individual floors. In order to do laundry, you will need to download the PayRange app.

### ***Laundry - Apartments***

Each apartment complex has a laundry facility. The machines can be accessed using the PayRange app. Your apartment key will also work for the laundry room. Each Anna Maria building has a laundry room located in the basement. The Townhouses have a large laundry room located near the entrance to the complex.

## ***Mail and Packages***

Mail and packages are handled differently for the residence halls and apartments. See below for specifics and addresses for each location.

### ***Mail Delivery – Residence Halls***

Mail is delivered to the residence 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

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

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

Streeter Hall:  
Name  
202 N. 10<sup>th</sup> Street, Room #\_\_  
Cheney, WA 99004-2707

### ***Mail Delivery – Apartments***

Mail is delivered via the United States Postal Services (USPS) to the mailboxes at the apartment complex. Your mailbox number is the same as your apartment number. Upon move-in, you should fill out the new resident slip in your mailbox so USPS knows you have moved in. USPS may choose to not deliver mail if this information has not been filled out. Be sure to tell your family and friends of your University address. It is especially important to notify them if you change apartments. Housing staff does not process mail or packages for the University Apartments.

#### *Addresses*

Anna Maria (Units 1-10)  
906 Washington Street #\_\_  
Cheney, WA 99004

Anna Maria (Units 11-21)  
922 Washington Street # \_\_  
Cheney, WA 99004

Townhouse Apartments  
620 W 7<sup>th</sup> Street #\_\_  
Cheney, WA 99004

## ***Parking and Transportation***

Halls: RH, DH, TH and AM permits may be purchased online at <https://inside.ewu.edu/parking/> 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 and apartments is limited. Your parking permit does not guarantee a space next to your residence. 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)** - Dryden, Anderson, 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.
- **Townhouse (TH)** permits are allowed at the Townhouses with overflow into P18 in front of the Red Barn.
- **Anna Maria (AM)** permits are allowed at the Anna Maria apartments with overflow into P18.

RH, DH, TH and AM permits are not interchangeable. Parking spaces are first come, first served. If you need an escort and park in P12 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; 509.359.7676.

P-12 overflow parking is subject to game-day and special event rules. All RH permit holders must remove their vehicles in P-12 and P-16 by 5:00 p.m. Friday night prior to all Saturday EWU home football games and can move them back Sunday around noon.

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

### ***Motorcycles and Bicycles***

Motorcycles require parking permits. Motorcycles are not allowed inside housing facilities 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***

All registered students are eligible to ride the STA bus system. The buses 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> 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!

### ***Recycling***

Recycling containers are available in each hall for collecting glass, aluminum and paper. Residents in Anderson and the Apartments must take their garbage and recyclables out to their respective depositories outside of the buildings.

### ***Raised Beds***

We require all mattresses be on a frame and not directly on the floor in order to maximize airflow and prevent any moisture problems. If moisture damage occurs due to the bed being on the floor, all repair costs will be charged to the student.

### ***Room Condition and Furniture***

When you check in, you will receive a Room or Apartment Inspection Form. You are responsible for adding any damages you see and returning to the hall office or to the Housing office. You are responsible for making sure your room and shared spaces are in the same condition when you leave as when you arrived, excepting reasonable wear and tear (see Reasonable Wear and Tear section above). 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.

### ***Snow Removal***

#### ***EWU Campus Parking lots***

The Grounds Department's snow removal plan first focuses on areas of campus which have the highest foot and vehicle traffic. Snow removal of parking areas is difficult in the EWU apartment complexes due to the original design and/or the size of those parking areas. Grounds do their best given constraints such as vehicle density and space for snow. Be sure to check your student email on a regular basis as Parking, or Housing will email when lots need to be vacated so that Grounds can effectively plow.

#### ***Sidewalks***

Your cooperation is crucial for sidewalk snow removal. Do NOT park your vehicle so the nose of the vehicle hangs over the sidewalk. This prevents proper snow removal. Priority for snow removal is the main sidewalks around the complex as well as ADA Units. It is imperative that personal items are removed from sidewalks.

### ***Telephone Connectivity and Emergency Calling***

There are no land lines in residence hall rooms. Phones are available in the lobby and on the exterior of all Residence Halls for campus calls, local area calls and emergency 911 calls. Optionally, a resident may request landline connectivity in their room for an additional fee.

### ***Television***

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

## Fire Safety

### ***Fire Alarms and Drills***

Fire drills are conducted at least once a year in residence halls. 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 the lights on.
- Close the window.
- Take your keys.
- Close and lock the 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.

All fire alarms must be taken seriously; it is important for your safety that everyone leaves the building during an alarm. Failure to leave the building when directed to do so may result in a student conduct code violation. 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 and outside entrances to apartments. 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 non-flammable. 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. 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. 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.

Students are welcome to BBQ in common areas outside the buildings. At the Anna Maria complex they may be stored on balconies, but may only be used in the central common area due to potential fire hazard. At the Townhouses, BBQs must stay on your personal patio.



## Housing and Residential Life Policies

Residents of University Housing (Residence Halls and University Apartments) 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 and Drugs*

#### *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 campus residences:

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 Housing functions. If you are 21 or over and have an underage roommate, alcohol is not allowed in the room. Residents in the Apartments who are 21 or over may have alcohol in their individual room, but not in the suite/apartment common area if any of their suitemates/roommates 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 indicative of alcohol use is 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 on campus as **Federal** Law is enforced.
3. Drug paraphernalia is not to be used as decorative pieces.
4. Students are expected to comply with reasonable requests by university staff to provide identification, proof of age, and contents of a container when requested. Reasonable requests by staff may be made when behavior indicative of drug use is exhibited by an individual.

#### *Animals*

Pets, with the exception of fish or underwater animals, are not permitted in residences. 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 Student Accommodations and Support Services (SASS). Students who are found to have unapproved animal(s) on campus will be charged a \$250 fine.

### ***Appliances***

Stereos, coffee pots, TVs, computers, microwave ovens, and mini-refrigerators (4.4 cubic feet maximum) are allowed in the residence hall rooms. Refer to the *Packing Suggestions* section at <https://www.ewu.edu/housing/life-on-campus/#packing> 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 in residences 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***

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 Reasonable Accommodation Statement and must be approved by the PUB Welcome Desk.
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 Director of Housing. 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 Mailbox stuffers are available at the Housing and Residential Life Office at 1027 Cedar Street. Mailbox stuffers can only be put in residence hall mailboxes.
7. Outside solicitation by non-EWU owned Residential Facilities (apartments, houses, etc.) is prohibited in the Residence Halls and University Apartments.

Door to door sales or solicitation is not permitted in Housing residences. 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 Housing Director or designee and ASEWU Director of Elections. During this time, you may post “do not disturb” signs on your door.

### ***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 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.

### ***Guest Policy***

A guest is defined as any individual(s) who is/are not a contracted resident of the specific residence hall, room, or apartment 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 and students may be held responsible if their guests fail to follow the rules. Persons who are not residents may be asked to leave unless they are able to demonstrate they are guests of a resident of the hall or apartment 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 residences. 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 housing 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.

### ***Hoverboards / Self-Balancing Scooters***

Due to reports of unexpected and spontaneous fires caused by hoverboard 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-scooters/>.

### ***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.

### ***Smoking***

Smoking, including e-cigarettes, is not allowed inside any building, 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 community 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 our residential communities' 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 in your community, talk to the person responsible and agree to an acceptable level for both parties. If the person does not honor the quiet hours you can contact your CA to help resolve the issue.

### ***Vandalism***

Residents 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.

### ***Video policy for Public Lounges/Areas in Residence Halls***

Federal copyright law restricts the use/showing/performance of motion pictures or other copyrighted 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 or university apartments.

### ***Fees and Fines and Enforcement of the Living Guide***

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/>.

### ***Enforcement of Community Standards***

- A. **Student Behavior:** Student agrees to abide by all university policies, the EWU Student Conduct Code, and the Community Standards contained in the Housing and Residential Life, as they exist now, or as they may be modified in the future. Student acknowledges the Community Standards apply to conduct within the unit they have been assigned to, as well as conduct while on any university premises, including, but not limited to, common areas, playgrounds, and parking lots.
- B. **Family Members and Guests:** Student acknowledges he/she is responsible for the behavior of his/her family members and guests.
- C. **Complaints and Violations:** Should the Student, family member(s), or guest(s) fail to comply with the Student Conduct Code, university policies and regulations, or the standards of University Housing and Residential Life including, but not limited to, the Community Standards, the University may take disciplinary action against the Student pursuant to the Student Conduct Code and/or may address the conduct through the following Housing and Residential Life Community Standards Process. The Housing and Residential Life Community Standards Process is:

1. If a Student is alleged to have violated the university Housing and Residential Life standards, they will receive written notification of the allegation and will be scheduled to meet with a Housing and Residential Life Staff Member to discuss the allegations. Following the meeting, Housing and Residential Life will determine whether the Student is responsible for a violation and, if so, what sanctions will be applied, including, but not limited to, fines or termination of the Contract. If Student fails to attend the meeting and adequate notice has been provided to the Student, a decision will be made without the Student's input. Within ten days of the meeting, Housing and Residential Life will provide Student with a copy of a written decision. If the decision is unfavorable, Student may file an appeal to the Director of Housing and Residential Life or designee. The Director of Housing and Residential Life must receive the appeal within 21 days of the date the decision was sent. Within 20 days of receiving the appeal, the Director of Housing and Residential Life or designee will issue a written decision in response to the appeal.
2. If a family member or guest is alleged to have violated the university Housing and Residential Life standards, Student who was/is responsible for the family member or guest will receive written notification of the allegation and will be scheduled to meet with a Housing and Residential Life Staff Member to discuss the allegations. The Student may bring the family member/guest to the meeting. Following the meeting, Housing and Residential Life will determine whether the family member/guest is responsible for a violation and, if so, what sanctions will be applied, including, but not limited to, fines or termination of the Contract. If Student fails to attend the meeting and adequate notice has been provided to the Student, a decision will be made without their input. Within ten days of the meeting, Housing and Residential Life will provide Student with a copy of a written decision. If the decision is unfavorable, Student may file an appeal to the Director of Housing and Residential Life. The appeal must be received by the Director of Housing and Residential Life the within 21 days of the date the decision was sent. Within 20 days of receiving the appeal, the Director of Housing and Residential Life will issue a written decision in response to the appeal.
3. This process is separate and apart from any process under the Student Conduct Code. Housing and Residential Life may impose sanctions under this process in addition to any sanctions that may be imposed under the Student Conduct Code.
4. If a Student fails to pay their rent or fines or fails to maintain their eligibility to live in student housing, such failure will be addressed under the terms of the Contract and will not be subject to this process.

# Apartment Cleaning Checklist

## Checklist for Cleaning Your Apartment

All of the items on this list must be thoroughly completed prior to checking out. Items that are not done may result in a loss of all or part of your deposit. Ask managers for suggestions regarding cleansers and cleaning methods.

### Bedrooms

- | Bedroom 1                | Bedroom 2                | Bedroom 3 (if applicable)                            |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Window tracts cleaned       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Window frames cleaned       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Wood ledges cleaned         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Outlet covers cleaned       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Light switch covers cleaned |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Light covers cleaned        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Two light bulbs work        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Doors free from damage      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Carpet vacuumed             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Blinds Cleaned              |

### Upstairs Hallway

- Outlet covers cleaned
- Light switch cover cleaned
- Light covers cleaned
- Two light bulbs work
- Doors free from damage
- Carpet vacuumed.
- Shelves wiped down (3-bedroom)

### Bathroom

- Counters wiped down
- Drawers wiped out
- Faucet chrome clean
- Base of faucet clean (no yellow stains)
- Basin clean (including drain area)
- Mirrors clean
- Base of toilet clean
- Outside of toilet bowl clean
- Inside of toilet bowl clean (no ring)
- Shower walls clean
- Chrome in shower clean
- Shower doors free from hard water stains
- Chrome on shower doors clean
- Tile floor clean
- Light cover clean
- Four light bulbs work
- Other \_\_\_\_\_

### Storage Spaces (inside and outside)

- Light covers clean
- Two light bulbs work
- Floor clean
- Water heater dusted
- Furnace dusted

### Dining Room

- Window tract clean
- Window frame clean
- Wood ledge clean
- Blinds cleaned
- Outlet covers clean
- Light switch cover clean
- Light covers clean
- Two light bulbs work
- Walls clean
- Floor swept and mopped clean

### Kitchen

- Counters and shelves wiped down
- Drawers wiped out
- Stove top clean
- Under stove top clean
- Burner drip pans clean and free from stains
- Oven interior free from black stains
- Under stove clean
- Sides of stove clean
- Exhaust fan free of grease
- Refrigerator clean (inside and outside)
- Drip pan under refrigerator clean
- Floor Swept and mopped clean
- Other \_\_\_\_\_

### Stairs

- Carpet vacuumed
- Light switch covers clean

### Living Room

- Walls clean
- Carpet vacuumed
- Window tract clean
- Window frame clean
- Wood ledge clean
- Blinds cleaned
- Outlet covers clean
- Light switch cover clean
- Light covers clean
- Two light bulbs work
- Doors free from damage
- Floor clean (entryway)