

# Housing and Residence Life Living Guide

## Vision and Values

### Vision

Our residents have developed their identity and skills to be engaged citizens of their communities.

### Values

#### Community Excellence

Cultivating engaged and respectful citizens of residence hall, Eastern Washington University and global communities.

#### Development

Supporting students while challenging them to explore their identities, sense of self and impact on others.

#### Student-serving

Prioritizing the interests and needs of our current and future students through thoughtful decision making and intentional practices.

#### Inclusivity

Striving to ensure equity and accessibility for all students while pursuing cultural humility.

#### Mattering

Fostering belonging and empowering all students to recognize their inherent value.

#### Community Council

Each residence 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 puts on programming for all residents. Get involved and make a difference in your community.

# Community Living Expectations

## Community Standards

Community standards are a set of guidelines by which residents of the community agree to live. The standards work in conjunction with University and Housing policies to help residents create a positive living and learning environment. Residents are asked to become involved in creating standards at meetings held by their Community Advisor (CA), Community Life Leader (CLL), Safety On-Call Staff (SOS) or Apartment Community Manager (ACM).

### Students are expected to:

- Help create and adhere to community standards
- Respect one another
- Encourage accountability among peers and attempt to resolve problems before relying on staff support.
- Take personal responsibility for their education and role in the community
- 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
- Always carry room keys and Eagle card

## Safety and Security

***All residence hall doors are locked 24 hours a day.***

*Students are expected to participate in the safety of the building by:*

- Not propping exit doors open to prevent unwanted visitors.
- Asking someone you don't recognize if they live in the building.
- Keeping your residence hall room door always locked.
- Registering overnight guests at the hall office.
- Closing and locking windows when out to prevent theft
- Always carrying room key and Eagle Card

## Fire Safety and Protocols

**Students must** evacuate to the designated area any time there is a fire alarm. The fire department will key into your room based on their discretion. If you need assistance evacuating the building, call your hall's on-call phone number.

## Fire Extinguishers

- Located throughout each residence hall and outside entrances to apartments.
- Follow the instructions on the extinguisher.
- Use **ONLY** in the event of a fire.

## Hallways and Exits

- Must be kept free of furniture and other objects
- Fire doors must **not** be propped open under any circumstances.
- These doors are designed to prevent the spread of smoke and flames.

## Wellness

### Tips for staying healthy

Due to the fact that students live in close proximity to each other and share common bathrooms, Housing and Residence 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 prolonged illness.
- Notify Student Accommodations and Support Services (SASS) if you have an extended illness.

### Mental Health tips

Starting college is exciting, but it can also be overwhelming. Prioritize your mental well-being with these helpful tips.

- **Create a routine** – consistency helps manage time and manage stress. Consider a planner or calendar to track classes, assignments, and events.
- **Find your community** – Join clubs, talk to classmates, or attend your Res Hall and campus events. Check out EagleSync for info on what is happening on campus!
- **Get enough sleep** – Aim for 7-9 hours of sleep. Sleep helps with focus, memory, mood, and coping with stress.
- **Eat and hydrate regularly** – This helps you feel better physically and mentally. Check out the Food Pantry in Tawanka for healthy food options.
- **Stay active** – Physical movement boosts mood and energy levels. Check out the University Rec center to find activities that fit your needs.
- **Try mindfulness or deep breathing** - Practices like meditation, breathing exercises, or simply taking a quiet moment can help you stay present and reduce anxiety
- **Use campus resources** – Talk to Housing Staff about the various resources on-campus that are here for student support with everything from mental health to tutoring

- **Reflect, check-in, and be kind to yourself** – Take time to reflect on your college experience. Transition is hard, so make sure to celebrate your victories and give yourself time and space to grow!
- **Unplug** – Constant social media use can negatively impact your mood.

### Alcohol Safety

Not all college students drink, probably even fewer than you think. You never have to drink to fit in. It's okay to say no. Your comfort and safety come first. If you choose to drink, here are some tips for staying safe.

- Pace yourself and know your limit
- Eat before and during drinking
- Stick with a trusted group and don't leave people behind when drinking
- Don't leave your drink unattended or accept drinks from strangers
- Plan a safe way home in advance

### Drug (or Cannabis) Safety

- Know who and where you are getting cannabis from. Often cannabis is mixed with other substances.
- Stick with a trusted group of people
- Plan a safe way home in advance
- Do not mix substances. Mixing substances can lead to adverse reactions.

### Safety and Security

- Lock your door even if you are just going to the bathroom
- Do not let people into the building that you don't know
- Do not prop any doors
- Download the EagleSafe App. Available on both [Apple Store](#) and [Google Store](#)

### Room Changes

Room changes typically open 2-3 weeks after the start of each quarter.

- Residents must first discuss issues with their roommate before requesting a room change
- Community Advisors (CAs) and Apartment Community Managers (ACMs) are available to help mediate conversations.
- If a room change is needed, discuss concerns with your CA or ACM. They will work with professional staff to explore options.
- A **Room Change Request Form** must be completed online to begin the room change process.
- The Room Assignments Coordinator and professional staff member will process requests as quickly as possible, and patience is greatly appreciated.

## University Initiated Room Changes

Housing and Residence Life may initiate a room change for:

- Violations of contracts, policies, or laws under active investigation.
- Facility issues requiring relocation
- This decision maybe be made by the professional staff, The Director of Housing and Residence Life, or their designee.

## Conduct Process & Consequences

Understanding the conduct process helps you navigate potential policy violations and their outcomes. EWU's approach focuses on education and community restoration while maintaining accountability.

### Incident Documentation

- When a potential policy violation occurs, staff document the incident and submit a report to Housing or Student Rights & Responsibilities (SRR).

### Meeting Notification

- You'll receive an email requesting a meeting with a Housing administrator or SRR officer to discuss the incident and share your perspective.

### Decisions and Outcomes

- After reviewing all the information, staff determine if a violation occurred and what educational or disciplinary measures are appropriate.

### Appeal Process

- If you disagree with the outcome, you may have the right to appeal through processes outlined in your decision letter.

### Potential Consequences

- Warning
- Educational Assignment
- Probation
- Relocation
- Housing Removal (permanent or temporary)
- Suspension or Expulsion
- Fines and Restitution

## Repairs and Cleanliness

### Student Cleaning Expectations

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.

- Students are expected to care for and clean their own space. Don't sweep trash from your room into the hallway or shared spaces.
- Wash dishes promptly and do not leave them in the sinks or kitchen areas (Dishes left for more than 24 hours maybe thrown away by custodial staff)
- Help keep the bathroom clean by putting paper in trash 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, laundry rooms, TV rooms, etc.
- Place trash, recycling and sharps in appropriate containers/dumpsters. Ask your hall staff for specific details.
- Do not put food or garbage in the drinking fountains
- Students in Anderson Hall (with in-room baths), and the Apartments are responsible for keeping their bathrooms/common areas clean. We expect that you deep clean your bathrooms at least twice a quarter.
- Students with approved assistance animals are expected to care for and clean up after their animal
- Keep exterior areas (lawns, flower beds, etc.) clear to allow Grounds personnel to mow and maintain landscaping
- Residents must comply with any university prescribed corrective actions and will be held responsible for any charges because of failure to keep room or shared areas in clean, orderly, or in good condition

### Student Maintenance Expectations

- If something in your hall, room, or apartment needs repair, fill out a maintenance request at the Hall Office or via the website.
- Do not try to fix anything yourself. If you attempt a repair and maintenance must fix it, you will be charged.
- Rooms must be clean enough to allow maintenance staff to perform repairs without delay.
- All apartments have exhaust fans in the bathroom and are expected to use them to keep excess moisture from causing damage to the unit.
- All mattresses in University Apartments are required to be on a bed frame to prevent moisture damage from the bed being on the floor.

## Housing Maintenance Staff Responsibilities-Requests and Repairs

- Submit maintenance online through the Housing Portal (found on the Housing website)
- Repairs handled by Facilities Maintenance employees (work hours: 7:30 AM – 4:00 PM, Monday – Friday)
  - If students are present, they may be asked to leave or step outside while work is completed.
  - Students are responsible for moving personal property that obstructs maintenance tasks
- Emergency Maintenance
  - During business hours: Call the Housing and Residence Life Office at 509.359.2451
  - After hours: Call the Residence Hall or Apartment Manager on-call phone
  - Housing staff will determine what qualifies as an emergency. If uncertain, maintenance personnel will make the final decision.

### Emergency vs. Non-Emergency Maintenance Issues

- Emergencies: Immediate danger to residents or significant property damage
- Non-Emergencies: Issues that do not pose immediate harm will be addressed on the next workday
- Important note: After-hours maintenance calls incur overtime costs, which may impact housing rent prices.

### Custodial Responsibilities – Residence Halls

Each residence hall has custodial staff responsible for cleaning bathrooms, hallways, lobbies, and lounges. If you have concerns about your custodial staff, please contact your Hall Staff.

- Clean and disinfect the kitchen and laundry areas. Custodians will not clean these areas if students' personal items are present.
- Clean and disinfect bathrooms everyday Monday through Friday. Please note exceptions are Anderson in-room baths.
- Take out garbage from common areas and designated garbage rooms
- Vacuum hallways, lounges, etc.
- Clean elevators
- Clean lobbies and public spaces

### Custodial Responsibilities – Apartments

Apartments residents are responsible for cleaning their own units, including common spaces, bathroom, and kitchen. Custodial teams will clean individual bedrooms if a student moves out to get ready for new students moving in.

### University Rights and Inspections

The university reserves the right to enter residence spaces for maintenance, cleanliness and security checks.

Residents are financially responsible for:

- Above and beyond cleaning, pest control, and damages beyond normal wear and tear
- Losses of University property provided under the Housing Contract

The University may terminate a contract due to persistent unsanitary conditions that affect others or property.

### Snow Removal - Apartments

Apartments residents are responsible for snow removal from their apartment door to the sidewalk.

- The Grounds department will plow the main sidewalks and the parking lots, prioritizing near ADA units.
- Do not park your vehicle where the front or back blocks the sidewalk, this prevents snow removal

### Reasonable Wear and Tear

Students are responsible for making sure your room or apartment is in the same condition when you leave as when you arrived. Students are responsible for damage to their assigned and community spaces, except for normal wear and tear.

- Normal wear and tear: Unavoidable deterioration from regular use (e.g. carpet wear from foot traffic)
- Examples of damage beyond wear and tear, but not limited to (student responsibility)
  - Burns, scratches, tears, stains, etc.
  - Drawing on walls
  - Excessive paint damage
  - Cracks or holes in doors
  - Broken windows and/or window screens

- Items flushed down toilets
- Persistent filth or odors

### Personalizing your room

We want you to feel at home when you move in! Bring items like a TV, stereo, carpet/rug, and posters to personalize your space:

#### Room Decoration Guidelines:

- Use poster putty, painter's tape, or push pins
- Keep door numbers and peepholes uncovered for safety.
- Do not use nails, Command strips, duct tape, packaging tape or electrical tape on walls or floors.
- Do not write on walls
- Do not make holes in walls or doors
- Do not move lounge or shared space furniture into your room

#### Furniture and Bedding Rules:

- Do not disassemble beds or remove furniture from your room
- For medical bed accommodations, contact Student Accommodations and Support Services

### Rooms and Roommates

A positive residence living experience depends on mutual respect, open communication, and consideration between roommates:

- **Communication** – Talk and listen to each other openly
- **Respect** – Honor personal space, boundaries, and belongings
- **Cleanliness** – Keep shared spaces tidy and contribute to chores
- **Compromise** – Be flexible and willing to find middle ground
- **Accountability** – Take responsibility for your actions and commitments
- **Courtesy** – Be mindful of noise, guests, and shared schedules

#### Roommate Rights

Roommates have the right to:

- Sleep and study without disturbance from noise, guests, roommates, etc.
- Expect that roommates will respect one's personal belongings
- Live in a clean environment
- Personal privacy

- Host guests agreed upon times, and with the expectation that guests respect the rights of the host's roommate and other hall residents
- Expect that any concerns will be discussed in an atmosphere of mutual respect and openness
- Live in an environment free of harassment, bullying, and/or discrimination

## Keys and Room Entry

### Keys – Residence Halls

- Students are issued a key to access your room and 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, call the on-call phone for your building to be keyed into your room
- If the key is lost, report it to your hall office immediately. The lock must be changed, and the cost is charged to the resident.

### Keys – Apartments

- Students are issued separate keys that access their apartment and mailbox
- Residents who are locked out should call the Apartments on-call phone at 509.979.6589 or the EWU Police non-emergency line at 509.359.7676
- If the keys are lost, report it to the Housing Office immediately. The apartment and mailbox locks must be replaced, and the cost is charged to the resident.

### Room Entry Policy

Whenever possible, University staff will provide 24-hours notice prior to entering a student's room. University staff may enter residence hall rooms and apartments **without advance notice** for the following reasons:

- Maintenance or custodial work
- Life safety concerns
- When a student's roommate has moved rooms or checked out
- Community standards concerns (e.g. noise, odor complaints, etc.)

When practical, maintenance staff will provide **reasonable advance notice** for non-emergency maintenance requests NOT requested by the occupant.

Staff are expected **to knock, announce themselves, and then enter** the room or apartment. The door will be shut and locked upon leaving the room or apartment.

## Housing and Residence Life Services

### Hall Offices

Each Residence Hall has an office staffed by students. 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	snyamncut	509.359.4197
Pearce Hall	509.359.4435	Streeter Hall	509.359.4482

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

University Apartments do not have Hall Office hours.

The Apartment Community Managers can be contacted at 509.979.6589

### 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. You will receive an email from [housing@ewu.edu](mailto:housing@ewu.edu) when you have packages that are ready to pick up. Letters and non-university mail are placed directly in your mailbox.

### Addresses

<p><b>Anderson Hall:</b> Full Name 905 Elm St. Room # Cheney, WA 99004</p>	<p><b>Pearce Hall:</b> Full Name 1112 Elm St. Room # Cheney, WA 99004</p>
<p><b>snyamncut</b> Full Name 1027 Cedar St. Room # Cheney, WA 99004</p>	<p><b>Streeter Hall</b> Full Name 202 N. 10<sup>th</sup> St. Room # Cheney, WA 99004</p>

### Mail Delivery – Apartments

United States Postal Services (USPS) delivers mail directly to the mailboxes at the University apartment complexes. Your mailbox number is the same as your apartment unit number.

- Any packages you order will be delivered directly to your door and EWU is not responsible for lost or stolen packages
- Housing staff does not process mail or packages for the University Apartments

### Addresses

<p><b>Anna Maria (units 1-10)</b> Full Name 906 Washington St. unit # Cheney, WA 99004</p>	<p><b>Anna Maria (units 11-21)</b> Full Name 922 Washington St. unit # Cheney, WA 99004</p>	<p><b>Townhouses</b> 620 W. 7<sup>th</sup> St. unit # Cheney, WA 99004</p>
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### Laundry

Each residence facility has laundry facilities that are intended to be used by the residents of the Residence Halls or University Apartments only.

Students are expected to:

- Keep laundry areas and machines clean (machines, folding surfaces, etc.)
- Remove laundry promptly after cycle ends so other residents can use the machines
- Do not store personal supplies in the laundry room.
- Check for additional laundry guidelines posted in laundry rooms

### Laundry – Residence Halls

Residence Halls have laundry facilities located on individual floors.

- Download the PayRange app and create an account.
- A laundry code will be provided to you via email to do laundry in any of the Residence Halls
- Once the code runs out, contact the Housing Office for a new one.

### Laundry – Apartments

Each apartment complex has a laundry facility.

- Download the PayRange app, create an account and load funds to do laundry.
- If you previously lived in the Residence Halls, you will not be provided with laundry codes for the University Apartments. You will use the same app and account that you used in Residence Halls.
- Your apartment key will get you into the laundry room.
- Anna Maria building has a laundry room located in the basement of each building.
- Townhouses have a large laundry room located near the entrance to the complex.

### Kitchens

Each Residence Hall is equipped with a full-size kitchen or smaller kitchenettes.

- Full sized kitchens have a sink, stove, oven, and microwave
- Kitchenettes are located on each floor and have a sink, microwave, and stove

### Internet, TV, and Telephones

#### Internet

The internet is provided via ethernet network and dedicated wireless to the Residence Halls.

- All users of these networks automatically accept the “Internet Acceptable Use Policy for EWU Housing Students.” This can be found online at <https://inside.ewu.edu/housing/internet-use-agreement/>.

#### Internet Access – Residence Halls

- All rooms include one high-speed ethernet connection per room
- Students need their own ethernet switch to create multiple ports
- Routers are NOT allowed in Residence Hall rooms
- EWUHousing is the dedicated wi-fi network for all Residence Halls
- Network speed via ethernet and wi-fi largely depends on how it is being utilized by students. If you have internet issues, contact the Housing Office.

### Internet Access – Apartments

- One 100 meg internet cable modem is provided in each apartment provided by Davis Communications.
- Students who wish to have wi-fi in their apartment must purchase ROUTER ONLY (not a router modem combo) for the apartment.
- Higher speed internet can be purchased through Davis Communications or Centurylink
- If you have internet issues, contact Davis Communications at 509.235.5144

### TV and Telephones

- Cable TV is provided in Residence Hall lounges and community spaces
- Cable TV can be purchased through Davis Communication or CentryLink for the University Apartments
- There is a land line phone on the exterior and in the lobby of each building that can be utilized for campus calls, local calls, and emergency 911 calls

### Bunking and Lofting Beds

Bunking or lofting of beds may be available in snyamncut triples only. Students may request lofting kits by submitting a request with the snyamncut Hall Office.

- Students must unbunk/unloft beds prior to moving out or they will be charged for the time for maintenance staff.
- Bricks and risers used to raise the beds are not allowed.

### Parking and Transportation

Parking passes are available for University Residence Halls and are required in the University Apartments (TH & AM). All vehicles including motorcycles require a parking pass to park in dedicated lots.

Parking passes are purchased online at the Parking Services website. All passes are digital (you don't get a physical pass).

- **Residence Hall (RH)** – Anderson, Pearce, snyamncut, and Streeter Hall residents are issued a universal RH permit valid at P-13 and P-16, with approved overflow parking at P-12 above Roos field.
- **Townhouse (TH)** – Permits are required to park at the Townhouse apartments with overflow parking at P-18.

- **Anna Maria (AM)** - Permits are required to park at the Anna Maria apartments with overflow parking at P-18.

RH, TH, and AM permits are not interchangeable. Parking is not guaranteed even if you have a parking pass, and is first come, first served.

- If you park in P-12 late at night and would like an EWU Police escort, call the non-emergency line at 509.359.7676.

### STA Bus Access

All EWU students can ride the STA buses for free.

- STA buses are available in the greater Cheney area, as well as from Cheney to Medical Lake and Spokane. For more information on routes visit the [STA website](#).
- Bus Passes are accessed through the STA Connect App that you download to your phone. Instructions can be found [here](#).

### Electric Scooters and Bicycle Storage

Each hall has specific areas for storing electric scooters and bicycles.

- Electric scooters CANNOT be stored in bedrooms and must be charged outside
- Lock your bike or scooter in designated areas only, not on railings or balconies.
- Register your bike or scooter with the EWU Police, so if it is stolen the EWU Police can help recover the stolen item

## Snow Removal

### Residence Halls

- The Grounds department focuses snow removal efforts on areas of campus with the highest foot and vehicle traffic first.
- RH parking lots and sidewalks around the Residence Halls are plowed by the Grounds department
- City of Cheney plows all the roads surrounding the Residence Halls

### Apartments

- Anna Maria and Townhouse apartment parking lots are plowed by the Grounds Department

- The Grounds Department plows the main sidewalks around the apartment buildings. It is the student's responsibility to shovel from the door to the main sidewalk.

## Housing and Residence 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 Residence Life regulations and policies, and the [Student Conduct Code](#). Violations of policy are reported to the Professional Staff who may investigate the incident, assess fines or sanctions, or refer it to [Student Rights and Responsibilities \(SRR\)](#).

### Alcohol and Drugs

Eastern Washington University is committed to providing a safe and healthy environment for all students. Our [alcohol and drug policies](#) align with state laws and are designed to promote responsible decision-making and community wellbeing.

#### Alcohol

- If you are under 21, possession or consumption of alcohol is prohibited
- Students 21+ may possess no more than one 6-pack (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 of amount of alcohol in their private room
- Selling or providing alcohol to minors is prohibited
- All roommates must be 21+ for alcohol to be permitted in shared spaces
- Bulk alcohol containers (kegs, etc.) are not allowed
- Empty alcohol containers are not to be used as decorative pieces
- Public intoxication is prohibited regardless of age

#### Drugs

- Marijuana is prohibited on all University property, regardless of age or medical status
- Possession, use, or distribution of illegal drugs is strictly forbidden
- Misuse of prescription medications is prohibited
- Drug paraphernalia is not allowed in Residence Halls

If you are struggling with substance use issues, confidential support is available through EWU Counseling and Wellness Services in Martin Hall 225.

#### Animals (Pets and Assistance Animals)

Pets, except for fish or underwater animals, are not allowed in Residence Halls or

## University Apartments.

- 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.
- You must make off-campus arrangements when you leave for vacation.

Assistance animals are allowed **ONLY** with 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

Small appliances are allowed in Residence Halls and University Apartments.

### Residence Halls

- Refer to [Packing Suggestions](#) for a list of appliances that are allowed in your room.
- Power strips are recommended for appliances and other items in your room.
- Any open element appliance (heater, toaster, hot plate, lava lamp, etc.) are not allowed in your room
- Water coolers and air conditioners are not permitted because of power limitations
- Due to power limitations, using too many electrical items may overload an electrical circuit and cause a power outage

### Apartments

- Apartments come with a fridge and stove for students to use
- Power strips are recommended for appliances and other items in your room.
- Any open element appliance (heater, toaster, hot plate, lava lamp, etc.) are not allowed in your apartment

## Commercial Activities/Salespeople

Residence 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:

- All materials must be brought to the Housing and Residence Life Office and staff will post and remove all materials.
- All posters must include the EWU Logo and Reasonable Accommodation Statement and must be approved with a stamp by the PUB Welcome Desk.
- 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 front desk.
- Any poster or flyer displayed without permission will be subject for removal and future

publicizing by the group or individual may be restricted.

- Inter-hall activities may be publicized in any hall if they are sponsored by the Housing and Residence Life Office and/or associated organizations.
- Guidelines regarding Mailbox stuffers are available at the Housing and Residence Life Office at 1027 Cedar Street. Mailbox stuffers can only be put in residence hall mailboxes.
- Outside solicitation by non-EWU owned Residence 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 the 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.

## Electric Scooters and Hoverboards

Due to reports of unexpected and spontaneous fires caused by batteries, these devices are not allowed in any residence hall. For more information, please refer to *WAC 172-118* <https://inside.ewu.edu/policies/knowledge-base/chapter-172-118-wac-recreational-equipment/>

## 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 identify a contact person when they complete the housing application and should provide this information to the University through EagleNet. In the case of a crisis or emergency pertaining to that student, the University will contact the person(s) listed as emergency contact(s).

## Missing Persons Contact

Students can designate someone other than their emergency contact to be contacted if the University has reason to believe the student is missing.

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.

## Fees and Enforcement of the Living Guide

For specific fees and fines and other costs associated with Housing and Residence 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/>.

## 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.
- Failure to leave the building when directed to do so may result in a student conduct code violation.

## Guest Policy

Having friends and family visit is an important part of your campus experience. To ensure everyone's comfort and safety, EWU has established clear guidelines for hosting guests in residence halls.

- Guests must be always accompanied by their host while in residence halls. Never provide access to someone you don't know or leave your guests unattended.
- All guests must comply with EWU policies during their visit.

- Your roommate's right to privacy and comfort takes priority over your desire to host visitors.
- Overnight guests require permission from all roommates and must be registered with your Community Advisor or at your Hall Office
- Overnight guests are allowed to stay for 3 consecutive nights and no more than 10 nights per quarter
- You are fully responsible for your guest's actions while they are on campus. Any policy violations by your guest may result in consequences for you as the host.

## Hall Sports and 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, scooters or any other sport in the hall is prohibited due to the danger to residents and the potential damage to the facility.

## Recording Devices

It is a crime in Washington to record a private conversation without someone else's consent. You must obtain consent from someone before you record them.

## Smoking

Smoking, including e-cigarettes, is not allowed inside any building, including and is not limited to the balconies, hallways, bathrooms, stairwells and other areas defined by staff.

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 and Quiet Hours

Academic success requires an environment conducive to studying and rest. EWU's noise policies are designed to balance social activities with the need for quiet study and sleep time.

- Weeknight quiet hours - 10:00 pm – 8:00 am – Sunday through Thursday nights
- Weekend quiet hours – 1:00 am – 9:00 am – Friday and Saturday nights

Courtesy hours are in effect 24/7, even outside of designated quiet hours. This means that if any resident requests that you lower your noise level, you are expected to comply, regardless of the time of day. This policy ensures that all residents can study, sleep, or relax when needed.

## Swimming Pools

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 on the lawns.

## 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.