

**RULES FOR LIVING**  
from  
**The OFFICE of HOUSING, RESIDENCE LIFE  
& DINING SERVICES**

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**COMMUNITY BILL OF RIGHTS**

The community bill of rights is a reminder to all residents of their rights as an individual and their responsibilities to fellow community members:

1. The right to read and study free from undue interference.
2. The right to rest and sleep without undue disturbance from noise.
3. The right to expect that personal belongings will be respected.
4. The right to a clean environment in which to live.
5. The right to unobstructed access to the living environment including the parking areas, common areas and apartment.
6. The right to privacy.
7. The right to host guests.
8. The right for redress of grievances.
9. The right to be free from intimidation, ridicule, harassment, and physical and emotional harm.
10. The right to expect reasonable cooperation in the use of common areas and equipment.

Living in the Adult and Family Housing Complex requires a respect for other residents and a commitment to shared standards. Based on individual rights and responsibilities, these standards ensure maximum freedom for every member of the Complex. Your enjoyment of living in the Complex will depend, to a large extent, on the thoughtful consideration that you demonstrate for other members of your apartment building and the Complex community.

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**OFFICE OF HOUSING, RESIDENCE LIFE & DINING SERVICES**

Located on the first floor of the Administration Building, Suite 155, the Office is open Monday through Friday from 8am – 5pm.

**Residence Life Staffing**

The Adult and Family housing Complex is supervised directly by Resident Assistants (RA) who live in the Complex. The Director of Housing, Residence Life & Dining Services supervises the RA staff. The RA staff coordinates administrative and community activities for the Complex. The RAs are available to assist residents and are the first point of contact for residents needing non-emergency assistance. RAs live in the Complex and are available to assist you with apartment living, to serve as a resource about East Central University, to ensure that community living standards are maintained, to work with the Residence Hall Association (RHA) and with all residents to plan informative and enjoyable activities. In addition, RAs are available to assist residents in the event of a lockout.

## **Apartment Assignments**

Resident assignment to Adult and Family Housing apartments will be made on a first come, first serve basis according to the following conditions:

- **One Bedroom Apartments** -- Single students age 21 and older. Adult students must live alone; there is no double occupancy allowed. Cohabitation is not allowed. Cohabitation is defined as someone residing in your apartment who is not a dependent or spouse registered with the Office of Housing, Residence Life & Dining Services.
- **Two Bedroom Apartments** -- Married Students; Married Students with Children; Single, Divorced, Widowed Students with Children. Graduate students or students who are over 23 years of age and who are listed as financially independent on their FAFSA application. Cohabitation is not allowed. Cohabitation is defined as someone residing in your apartment who is not a dependent or spouse registered with the Office of Housing, Residence Life & Dining Services. Students are not permitted to have roommates.

Only families are permitted to have multiple people living in an apartment. This includes only a spouse and dependent children, up to a maximum of four (4) occupants in an apartment. If at any time there are changes in marital status or children coming to live with a resident, the resident may be required to move to a different apartment. When current residents are offered the opportunity to move to a different apartment, they must move to their new location within 10 working days of notification, or they will forfeit the opportunity to move. When new residents are offered an opportunity to move into an Adult and Family Housing apartment, they will be given five working days to pay their first month's rent and complete the check-in process for moving into the apartment. Before the resident is allowed to move in, they will be required to provide proof of their family status. This includes providing a copy of marriage license, birth certificate(s), custody paper(s) or other documentation deemed necessary by Residence Life staff. This documentation, if not in English, must be translated into English.

The University reserves the right to administratively move residents at any time for the following reasons:

- A) Maintenance issue with current apartment
- B) Health and Safety reasons
- C) Building Consolidation
- D) Disciplinary Sanction, and/or
- E) Other administrative needs

## **Authorized Room Entry**

East Central University does reserve the right to conduct Institutional-Purpose Searches. Authorized East Central University personnel may enter any student's room at any time that a health, safety, welfare, maintenance and/or damage inspection of the premises is deemed necessary. Health and Safety Checks are made at periodic intervals to maintain and preserve the housing accommodations in the interest of all residence halls and on-campus housing with regard to the welfare of all students. The university also reserves the right to conduct Institutional-Purpose Searches when needed for all institutionally vital purposes. East Central University reserves the right to move and hold in storage any items hazardous to the building or its occupants. Such items are defined

in the East Central University Student Handbook.

### **Check-In**

During the check-in process, residents are provided several important notices which should be read carefully. Residents also will be issued both apartment and mailbox keys at this time.

All apartments will be inspected by the student(s) and staff prior to occupancy. The condition of the apartment will be clearly noted on the check-in form. Residents are advised to carefully review the condition of the apartment as indicated on the form. A resident's signature on the check-in form indicates agreement with the condition as stated. When vacating the apartment, any damages or discrepancies from the original inspection will be noted and charges maybe applied. Damage charges are added to the resident's account and must be paid before reenrollment or receipt of any official University credentials.

### **Check-Out**

To check out of the apartment:

- Submit a 30-day notice to the Office of Housing, Residence Life & Dining Services.
- Schedule a check-out time with Office staff.
- Remove all personal belongings.
  - Any personal items left in an apartment after a proper checkout will be held for 30 days. The university will make an attempt to contact the residents and inform them of left property. After 30 days, any property that has not been picked up will be disposed of.
  - Any personal items left in an apartment as the result of an improper check-out or abandoned items, will be disposed of immediately.
- Clean the apartment by properly disposing of all trash, sweeping and mopping of the floors, wiping off all surfaces, cleaning the kitchen (including the oven and refrigerator), and clean the bathroom (including the toilet, sink, bathtub/shower).
- Complete the check-out by at the scheduled appointment time with a staff member.

Failure to complete proper check-out will result in additional charges being assessed, included but not limited to, a \$250 improper check-out charge. Although a vacating date may be changed, if staff is not given a 24-hour notice, an improper check-out charge may be assessed.

Under special circumstances a resident may not be held to the 30 day check-out notice requirement. In order to check-out properly without a 30-day notice, residents must comply with the following:

- If officially withdrawing from the University, provide a copy of the withdrawal form which must be signed in the Office of Housing, Residence Life & Dining Services.
- For any other extenuating circumstances residents should consult with Office staff providing as much notice as possible.

Checking out with less than a 30-day notice will result in the deposit being forfeited. Exceptions may be made on a case by case basis by the Director of Housing, Residence Life & Dining Services. Residents should note that they are required to pay

through the end of the month in which they move out regardless of move-out date. Residents may be refunded for later months, but will not be refunded for partial months.

The Director of Housing, Residence Life & Dining Services and/or other University officials reserve the right to reassess the condition of your apartment and bill for necessary charges. Any changes determined not to be normal wear will be evaluated by the Residence Life staff/Physical Plant staff and a charge assessed. Although, at check-in, the resident acknowledges and accepts the condition of the apartment when signing the check-in form a resident may review or update the form at any time by contacting the RA, the OHD, or Director of Housing, Residence Life & Dining Services.

The resident, in completing the check-out process, will review with staff the condition of the apartment comparing the items noted at check-in and any discrepancies that may be present at check-out. The resident is responsible for the accuracy of all information on the check-in/out form.

### **Mandatory Meetings**

Residence Life staff want to bring together residents in order to familiarize them with University and Housing policies, guidelines and procedures. Therefore, once a semester a mandatory hall meeting will be held. This meeting will be an informative, yet social meeting. The mandatory hall meeting is also a great way for Complex residents to meet and get to know one another. It also should be noted that Residence Life staff reserve the right to call mandatory Complex meetings as deemed necessary.

### **Employment**

The Office of Housing, Residence Life & Dining Services offers two primary employment opportunities for students of the Adult and Family Housing Complex. During the year, two RAs are employed for the Complex. These positions are a great way to make a difference and to make some extra money. For additional information contact the Office of Housing, Residence Life & Dining Services.

### **Housing Faculty/Staff Policy Adopted 8/25-08**

The primary mission of Housing, Residence Life & Dining Services is to meet the housing needs of students. As a result, priority will be given to students who are progressing toward degree completion.

However, a part of the process of offering a quality education to our students is recruiting and maintaining a quality faculty and staff. At times these newly hired faculty and staff members may be in need of temporary housing as they transition into the ECU and Ada communities. To assist in this transition the Office of Housing, Residence Life and Dining Services may provide temporary housing in the Family and Adult Housing Complex for a transition period of no longer than six (6) months to newly hired faculty and staff.

Faculty and staff, currently employed, but in need temporary housing may apply for housing accommodations for a transition period of no longer than six (6) months. Where

the faculty or staff member is housed will be at the discretion of Housing, Residence Life & Dining Services.

Newly hired faculty and staff applying to live in the Family and Adult Housing Complex and current employees must complete an application, pay all applicable fees and housing charges at the student rate and are subject to all of the policies and guidelines listed in the Family Housing Notes and Notes for Living. Faculty and staff are subject to ALL rules and regulations governing university housing including but not limited to compliance with Health and Safety Checks. Faculty and staff should understand that their application will be considered within the context of the current student need as they are our priority.

The faculty or staff application for housing will be forwarded to the appropriate vice president and athletic director, if the staff/faculty member also is a coach. The vice president's and athletic director's signature, which documents their awareness that the faculty or staff member has applied for housing, must be received before said faculty or staff member will be approved to reside in campus housing.

If a faculty or staff member is provided housing as part of their compensation package the approval must be in writing and signed by the appropriate vice president, athletic director (if a coach) and president. If housing is to be provided for longer than the stipulated six (6) months, whether the employee's rent is part of the compensation package or paid by the employee, the approval must be in writing and signed by the appropriate vice president, athletic director (if a coach) and president. Housing, Residence Life & Dining Services will be provided a copy of the signed document(s) so that the approval(s) can be added as an addendum to the application.

As needed, but minimally at the beginning of each semester, Housing, Residence Life & Dining Services will provide the Business Office with appropriate documentation of all faculty and staff members residing in campus housing.

### **Residence Hall Association**

The Residence Hall Association (RHA) is a group of residents who have a desire to represent their fellow community members, participate in Housing and Complex governance, and who will plan and organize activities and events for the Complex. For more information contact the RA staff or the Office of Housing, Residence Life & Dining Services.

### **Programming**

The Residence Life staff will offer programs and activities for the Complex throughout the year using the Wellness Model. The Model focuses on six components: spiritual, social, physical, intellectual, emotional, and cultural. The programming goal is to increase awareness of each of these components and to provide opportunities for residents to enhance development in each area.

Residents, either through RHA or by contacting Residence Life staff, are encouraged to suggest, plan and deliver activities, events and/or programs.

## **Residence Life Policies & Procedures**

Residence Life and physical plant staff may enter a resident's apartment for the purpose of maintaining conditions of health, safety, inventory control, and enforcement of University and apartment regulations. Staff may search an apartment and seize evidence when strong probable cause exists to cause residence life staff to believe that University policies or state laws are being violated. Residents need not be present or give permission for search, and staff is not required to identify what they are searching for.

Residents and their guests are expected to adhere to all University, state and federal rules, regulations and laws. Residents should be aware of and abide by the ECU *Code of Student Conduct*. Resident's guests also are expected to adhere to the Code and residents will be held responsible for their guests' behavior and actions. Residents may be charged under the Code for the behavior and actions of their guests.

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### **ALCOHOL**

The use and/or possession of any alcoholic beverages are prohibited on campus. Empty alcoholic beverage containers, either on one's person or in the apartment, will constitute a violation.

Alcoholic beverage containers are not permitted as room/apartment decoration and using said as a decoration will result in a violation of the Code.

### **APARTMENT PERSONALIZATION**

Residents desiring to personalize their apartment should comply with the following:

- May not use wallpaper or contact paper.
- May use non-adhesive borders, noting that border must be removed at check-out.
- Nails in walls are prohibited and all hooks must be approved by Residence Life staff and have to be removed without damage to the walls upon moving out.
- Upon moving out, resident has to return apartment to the original condition or be charged the cost of repainting apartment or repairing other damages.

Please note that failure to comply with the above guidelines will result in charges for damage.

### **APPLIANCES**

Personal refrigerators, freezers, ceiling fans, window air conditioners, washers, dryers, and any other major appliances are not allowed. Use electrical plumbing, sanitary, heating, ventilation, kitchen and other facilities and appliances in a safe and reasonable manner. Electrical and battery-operated appliances are permitted in apartments provided their use does not disturb other residents and their state of repair is not a fire hazard. All appliances must be UL listed. Under no circumstances are sun lamps and gas appliances allowed. Violators of this policy will be subject to disciplinary action.

## **BIKES**

Bikes may be stored in the resident's apartment provided neither restricts free entry and exit. Bikes may also be placed in bike racks conveniently located near the apartment buildings; securing of bikes when using the provided bike racks is the responsibility of the resident. Bikes may not be stored in stairwells, breezeways, hallways, or other common areas. Bikes are not permitted to be chained to exterior light poles, trees, or railings etc, unless pre-approved by the Director of Housing, Residence Life & Dining Services. All bikes are required to have a bike permit, which can be acquired at the Information Desk in the University Center. Bikes without a permit may be confiscated.

## **BOMB THREAT**

All bomb threats will be considered real. Suspicious packages, boxes, or other containers containing possible explosive devices should not be tampered with or handled by residents. In such cases the area should be kept clear and the ECU Police immediately contacted. Residents should evacuate the area immediately and return only when told to do so by official University personnel.

## **CABLE**

Each apartment is equipped with complimentary basic cable TV. Residents wishing to add features not provided by the basic cable package may do so by contacting Cable One, Inc. directly. Any problems with cable should be reported to Cable One, Inc.

Residents may not tap into existing cable lines or in any way tamper with University or vendor telecommunication equipment. When found responsible for such actions, residents will be subject to disciplinary action and prosecution by the private cable vendor.

## **CANDLES**

Possession of and use of lighted candles is not allowed in your apartment or in any other area of Complex housing.

## **CAR MAINTENANCE**

Residents are not allowed to perform major car maintenance involving fluids or engines in Complex parking.

## **CAR WASHING**

Residents are not allowed to redirect water from their apartment or other common areas for the purpose of washing vehicles.

## **CHILDREN**

Because of the concern for liability and the Department of Human Services guidelines for proper supervision, residents are not permitted to use their assigned apartment for commercial babysitting and/or as a location for day care. Residents may however, use their apartment to baby-sit for other residents' children.

## CHILD SUPERVISION

Residents are responsible for the supervision and behavior of their children at all times. Residents are expected to follow the Oklahoma Department of Human Services (DHS) policies and guidelines concerning leaving of children without adult supervision and/or in the care of others.

Residents are expected to report violations of DHS policies and guidelines to Residence Life staff or ECU Police.

## CONDUCT

Any resident who intentionally commits, attempts to commit, or incites and/or aids others in committing any of the acts of misconduct as outlined in the *Code of Student Conduct* and the *Rules for Living* will be subject to disciplinary action.

Violations not necessarily addressed in the *Code of Student Conduct* but subject to sanctions as outlined in the Code:

- Unauthorized occupation or unauthorized entry into any residence hall or apartment facility, student room or apartment;
- Theft or possession of any stolen goods, including illegal possession, or damage to University property, or of a person in University housing;
- Interference with the right of access to residence hall or apartment facilities or with any contractual right of any person in University housing;
- Failure to produce student identification upon request of a residence life staff member or University official;
- Setting of a fire or the use of any open filament device in University housing;
- Tampering with or the misuse of fire alarms, smoke detectors, or fire extinguishers;
- Tampering with or modifying electrical systems (i.e. the installation of a dimmer switches and ceiling fans, circuit breaker switches, cable TV wiring);
- Possession or use of firearms, knives in excess of four inches, explosives, ammunition, incendiary devices, or other weapons;
- Failure to follow emergency procedures, actual or drill, in case of fire, tornado, or other emergencies;
- Possession, use, manufacture, or sale of any prohibited or controlled drug or substance in University housing;
- Misuse of prescription drugs in University housing
- Use and/or possession of any alcoholic beverage where liquid is present; possession of empty alcoholic beverage containers, either on a person or in an apartment, will constitute a violation; alcoholic beverage containers are not permitted as room decorations;
- Failure to respond to verbal request or written summons from a Residence Life staff member or other University officials;
- Violation of quiet and courtesy hours.
- Displaying of obscene photographs, drawing, or purposefully offensive materials from student rooms or apartments;
- Removal of or damage to window screens;

- Use of sports equipment, (i.e. racquetball, skateboards, pellet/paint ball guns, archery, or golf equipment) is prohibited inside and in close proximity to residential facilities; Furthermore, storage of pellet guns and archery equipment is not permitted inside an apartment or residence hall room;
- Housing of any pets other than small fish;
- Failure to maintain proper health and safety standards;
- Violations of the terms and conditions of the rental agreement, the food service contract, the University Student Code of Conduct or the policies listed elsewhere in the *Rules for Living*.
- Any conduct or action which puts the safety of any resident, student or person at risk or compromises the integrity of any of the on-campus facilities.

### **CONFISCATION OF ITEMS**

Illegal substances and items found to represent a health and safety violation, or constitute a violation of University policies, will be removed immediately by Residence Life staff. A confiscation report will be issued listing all items removed.

Some confiscated items may be reclaimed at check-out. Items not claimed within 30 days after vacating are disposed of. Items that will be confiscated by staff and are not returnable to residents include, but not limited to alcoholic beverages and containers, incense, candles, potpourri, and related paraphernalia, and other miscellaneous illegal items.

Items that will be turned over to The ECU Police include, but is not limited to:

- Drugs or other illegal substances and/or paraphernalia;
- Fireworks and weapons;
- Traffic and safety regulation signs;
- Beer kegs and taps

Other alcoholic beverages will be disposed of by Residence Life staff.

### **CUSTODIANS**

Custodians are employed to clean breezeways, public areas, and laundry facilities. The cleaning of apartment living areas, the proper disposal of garbage, and maintaining public areas are the responsibilities of individual residents.

### **DAMAGES**

Residents are responsible for their apartment and its contents. The Office of Housing, Residence Life & Dining Services makes no provision in the budget for the replacement or repair of equipment due to negligence or malicious behavior. Residents may be charged for any damage or extra cleaning necessary. If damage occurs in common areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly among residents living in the stairwell or building, with a minimum charge of \$5 per resident.

## **Damage and Restoration Charges**

A list of common charges is available in the Office of Housing, Residence Life & Dining Services. Charges are subject to change based without prior notice.

## **DANGER TO SELF and/or OTHERS**

It is a violation of Residence Life Policies and Procedures to exhibit any type of behavior that could pose a danger to self or others, including but not limited to emotionally, verbally and/or physically aggressive behavior. Students who pose a safety risk may be removed from on-campus housing in addition to any other appropriate sanctions.

## **DISCIPLINE PROCESS**

The Residence Life staff is committed to providing a safe and comfortable environment for all residents. When a resident violates one of the policies designed to ensure the safety and comfort of others, the resident will be held responsible for his/her actions through the discipline process. This process is designed to be fair, uphold student's rights and to be an educational process.

The discipline usually begins with an incident report. Incident reports are used by Complex staff to document, in writing, an incident that occurs in the Complex. Usually these incidents are policy or regulation violations that have occurred. They are used by staff to communicate with the Office of Housing, Residence Life & Dining Services so appropriate action can be taken. When named on an incident report, the resident may be asked to talk with the Residence Life staff or other Student Development staff members. If found to be responsible for the violation of a policy or regulation, the resident will be subject to disciplinary action. This action may be on an informal or formal level.

Informal disciplinary action is for some first-time violations. Informal discipline involves a one-on-one conference with a Hall Director, the Director of Housing, Residence Life & Dining Services, or Student Development designee. The purpose of this informal action is to talk with the resident for the purpose of educating about policies, to gather information and to hold the resident accountable for his/her actions (if applicable). During this meeting the resident will be given the opportunity to explain what occurred during the alleged policy violation. If found to be responsible for the violation in question, the resident may be issued a disciplinary warning letter, required to attend an educational workshop, required to provide community service, required to pay a fine, issued a letter of reprimand, referred for formal discipline, and/or will be subject to a combination of these sanctions.

Formal disciplinary action is for repeat offenses, multiple charges or major policy infractions. Charges will be adjudicated according to the provisions of the Code. If found responsible the resident may be subject to suspension from the residence hall/Complex; these actions will create a formal discipline file which will remain with the student for a period of five years. Failure to report for a discipline hearing may result in additional charges brought against the resident.

## **DISCRIMINATION**

The Office of Housing, Residence Life & Dining Services is committed to the education of a nondiscriminatory living environment. As a result, it is the department's policy not to discriminate with regard to sexuality, religious beliefs, interests, and race pertaining to housing assignment and reassignment, staffing, residence education, and assistance.

## **EARTHQUAKES**

In the event that an earthquake that impacts East Central University:

### **Before And After Earthquake Occurs**

1. Keep on hand a flashlight and, if possible, a portable radio, both with fresh batteries.
2. Place large and heavy objects on lower shelves. Bottled goods, glass, and other breakables also should not be stored in high places or left on shelves where they can slide freely.
3. Remove heavy picture frames, mirrors, and other heavy objects over and place them on the floor.

### **During An Earthquake**

1. First and foremost, stay calm. Think through the consequences of any action taken.
2. If outdoors, stay outdoors; if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
3. If indoors, take cover under a heavy desk or table, doorways, halls, or against inside walls. Stay away from glass.
4. If outdoors, move away from buildings and utility wires. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.
5. If in a moving vehicle, stop as soon as possible and stay in the vehicle. A vehicle may shake violently on its springs, but is a good place to stay until the shaking stops. When driving on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

### **After An Earthquake**

1. Be prepared for additional earthquake shocks, called "after shocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. Stay out of severely damaged buildings. Aftershocks can shake them down. University officials and Residence staff will inform you when it is safe to re-enter the building.
3. Check for injuries. Don't attempt to move seriously injured persons unless they are in immediate danger of further injury.
4. Be aware of the potential for gas leaks. Don't smoke. Don't use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don't turn on the lights.

## **ELECTRICITY and WATER**

Cost of electricity and water is included in the apartment rent. If experiencing any problems with apartment utilities, call the Physical Plant to place a work order.

## **EMERGENCIES**

Residents requiring emergency assistance should contact the ECU Police or call 911.

## **ENROLLMENT**

Students residing in on-campus housing must be continuously enrolled as a student for the semester in which they live in the residence halls or Family and Adult Housing complex.

As stated in the catalogue, a continuous enrollment shall mean assignment of an East Central University grade on the transcript of at least one semester hour, semester after semester – excluding summer – until graduation.

Summer enrollment for current residents is not required as long as the student meets one of the following conditions:

- Pre-registered for the next applicable session;
- Has submitted a signed letter of intent to the Office of Housing, Residence Life & Dining Services stating plans for continued enrollment and the letter has been approved.

## **EVICTION**

Residents will be given 48 hours to vacate for the following reasons:

1. Voluntary cancellation of rental agreement;
2. Suspension from University housing;
3. Loss of status as a student;
4. Non-payment of registration fees, rent, etc.;
5. Removal from housing due to disciplinary sanctions;
6. Withdrawal from the University.

## **EXTENSION CORDS**

Only UL approved extension cords of are allowed.

## **FIRE**

When alerted by the alarm, shouted warning, or experience the sensation of smoke or fire:

1. If there is smoke in the room/apt., keep low to the floor.
2. Before passing through any door, feel the door. If it is hot, do not open the door.
3. Before opening a door, brace against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
4. If unable to leave the room, open the window.
5. To attract attention if you are trapped, hang an object out the window; shout; Call 911 -- give the building and apartment number, the room in the apartment, and any other specific information that can be used to identify the location.
6. If able to leave a room, close all doors and exit the apartment.
7. After evacuating a building, move well away from it and stand clear.
8. Follow the directions of fire, police, and hall personnel.

## **FIRE SAFETY**

Incense, burning candles, portable heaters, or any type of flammable liquids are not allowed in the apartment. This includes the storage of mopeds and motorcycles in close proximity to the residence apartment building. Wall hangings, such as fish netting, posters and tapestries may not be hung from ceiling light fixtures, over radiators, or electrical outlets.

The Residence Life staff makes regular health and safety inspections of the apartment to ensure that fire safety standards are maintained. Fire extinguishers are for fire safety. Tampering with fire safety equipment will result in the cost of recharging the fire extinguisher, suspension from University housing, and other disciplinary action.

## **FURNISHINGS**

Each apartment contains a stove and refrigerator. Neither may be removed from the apartment unless it has been approved by the Office of Housing, Residence Life & Dining Services for special needs (handicap mobility, etc.). Residents are required to provide other needed furnishings.

## **GAMES**

Bouncing of basketballs, Frisbee throwing, skateboarding, golf, use of archery equipment, water sports, playing catch, or any other similar activities inside or in close proximity to the buildings and their respective parking lots are prohibited. The use of dart boards and other games posing threat to resident safety or facilities maintenance also is prohibited.

## **GRIEVANCES**

Residents who have a grievance against a Residence Life staff member should discuss the matter with the staff member. If the differences cannot be resolved, the student may appeal in writing to the Director of Housing, Residence Life & Dining Services.

If the grievance is not resolved satisfactorily with the Director of Housing, Residence Life & Dining Services (or if the issue is with the Director) the matter will be heard by the Dean of Students, his/her designee, or the Honor Court.

The decision of the Dean, his/her designee, or the Honor Court may be appealed in writing, within three class days, after the receipt of the decision from the aforesaid judicial body to the Vice President for Student Affairs. The resident must address one or more of the following in their written appeal:

1. Were the procedures of the Code properly followed in the hearing?
2. Was the evidence presented at the hearing "substantial?"
3. Was the sanction imposed in keeping with the gravity of the violation?

The decision of the Vice President is final.

## **Fire Safety Report for On-Campus Housing**

East Central University is committed to providing all information required in regards to campus safety, including our fire safety report. The institution will keep a fire log, recording all fire statistics, which will be published in the Annual Fire Safety Report. The following information will be recorded and published annually:

- The number and cause of any fires that occur.
- The number of deaths related to the fire.
- The number of persons injured as a result of the fire that necessitated treatment at a medical facility.
- The value of property damage related to the fire.

One fire drill will be held each semester in each residence hall. These fire drills will be unannounced. Residents present during the drill must participate. Failure to do so will result in disciplinary action. During fire drills, residents will exit through the nearest exit door and will gather in the waiting areas away from the buildings, as directed by residence life staff members.

### **GRILLS**

Personal outdoor grills are not allowed in the breeze-way areas or any other area(s). Charcoal grills are provided by the University in the picnic area located at the Complex.

### **GUESTS**

All guests must register with the Office of Housing, Residence Life & Dining Services by filling out the residence halls overnight guest form. This form can be found on the housing website at the following link: <http://www.ecok.edu/housing/Forms.asp>. Residents are responsible for the actions of guests at all times and guests are to respect the needs and rights of all Complex residents. Guests may only stay two days per week, up to a maximum of 8 nights per semester.

Special guest registration will be handled on a case-by-case basis. For additional information concerning special guest registration with Residence Life staff. If a visitor is to stay longer than two nights, the resident must submit a request a special guest registration with Residence Life staff. Violation of this rule subjects the resident to possible disciplinary action that could remove visitation rights or eviction from housing.

### **HARASSMENT/HAZING**

Harassment and hazing are not permitted in or around the apartments. A complete description of harassment and hazing are included as part of the *Student Code of Conduct* contained in the Student Handbook.

### **HEALTH AND SAFETY**

It is the responsibility of the resident to keep the apartment, as well as the breeze-way and common areas clean, and to properly dispose of trash in outside dumpsters. Trash and other personal items may not be stored in such a way that it obstructs access to electrical meter/breaker alcoves, water heater, and HVAC system.

Although all apartments are sprayed for pest on a regular basis, additional needs for pest control may be reported to the Office of Housing, Residence Life & Dining Services. To limit the likelihood of insects becoming a problem, residents should not store perishable items in open containers.

Residence life staff will perform monthly health and safety inspections to ensure that proper standards are maintained. Residents will be notified in advance of these inspections. The inspections will always be done by two staff members. The inspections at Adult and Family Housing Complex take place between the hours of 3pm – 7pm, during the first full week of each month, and the following Monday. The schedule is as follows:

- K – Monday
- L – Tuesday
- M – Wednesday
- N – Thursday
- O – Monday

The University reserves the right to inspect the apartment for health, safety, and standards of maintenance at any time. In addition, physical plant staff reserves the right to enter an apartment to address any work orders that have been placed or to address maintenance issues and to replace filters as necessary.

### **HOLIDAY DECORATIONS**

Winter holiday decorations are limited to the interior of student apartments and in areas specified by Residence Life staff. UL approved holiday lights may be hung in windows from Thanksgiving through January 2 of the next year as long as they are in compliance with fire safety policy. Live trees and burning candles are not permitted in University housing due to risk of fire.

### **HOUSEKEEPING**

The residents of each apartment will be held responsible for their apartment and its furnishings. This includes cleanliness, general housekeeping practices, and general appearances. Do not leave trash out overnight dispose of it properly in provided dumpsters. Residents should take any large items or boxes directly down to the dumpsters located adjacent to buildings. Please discard all paper boxes because the glue in them attracts roaches.

Residents should clean up common picnic areas after their use, including disposing of charcoal, scraping the grill top, throwing away of trash in the provided garbage cans, etc. Residents should clean up common laundry equipment/room, including wiping down of washers to remove soap, fabric softener and bleach spills; throwing away of fabric softener sheets, etc.

### **INCENSE**

The possession or burning of incense is not allowed in apartments.

## **INSURANCE**

The protection of personal property is the individual resident's responsibility. The Office of Housing, Residence Life & Dining Services strongly recommends that each resident obtain rental insurance. Rental insurance policies can be obtained through insurance companies.

## **LAUNDRY SERVICES**

Washing machines and dryers are available in the laundry room located in K-Unit. This laundry room serves the entire Complex. There is no charge for residents to wash and dry their clothes. Residents are expected to carry their University identification while washing in the facility.

Using your apartment key, the laundry room is accessible 24 hours a day.

For the protection of your personal belongings we do not recommend leaving them unattended. Do not prop the entrance door open. If you leave your laundry, be aware of the amount of time it takes to wash and dry. If your clothes are left in the washer or dryer over the time limit, other residents have permission to remove your laundry.

Problems with laundry equipment should be reported to the laundry service directly. Their contact information is listed on the machines and posted in the facility. If there are issues that have been reported and have not been repaired within one week, please contact the Office of Housing, Residence Life & Dining Services.

## **LOCKS**

No type of additional locks, other than what is provided by the University, may be added to any door in the apartment.

## **LOCK-OUTS**

Carrying apartment keys is an individual resident's responsibility. However, assistance is available when locked-out. For assistance:

1. Contact the RA
2. Contact the Housing and Residence Life Office during regular office hours, M-F, 8am-5pm.
3. Finally, if unable to get into the apartment, contact the ECU police.

Residents should understand that habitual incidents of lock-out may result in charges being assessed for the cost of personnel time.

## **LOFTS**

The construction of lofts is not permitted.

## **LOST KEYS**

The non-refundable cost of replacing a lost key, re-keying the lock core and issuing additional replacement keys is \$75 for the apartment and \$30 for the mailbox. Charge for apartment keys is billable through the Office of Housing, Residence Life & Dining Services and payable at the Bursar's Office located in the Administration Building.

## **MAILBOXES**

At check-in, residents can acquire a copy of their lease agreement and take it to the Ada Post Office to get a key for one of the mailboxes located at the complex.

## **MAINTENANCE**

The East Central University Physical Plant schedules and completes repairs as needed. Problems in your apartment or problems that you observe in public areas should be reported directly to the Physical Plant at 580-559-5377. In the event an emergency repair is needed when the Office of Housing, Residence Life & Dining Services is closed (M-F, 8am – 5pm) contact the ECU Police. When repair needs are reported to the Office, a maintenance work order is submitted to the Physical Plant. The maintenance requests are prioritized and scheduled.

There are three types of work orders:

1. Emergency work orders. These work orders are addressed immediately. (Ex: The heat or air-conditioning is not working).
2. Urgent work orders. These work orders are addressed in one-five working days. (Ex: There is one stove burner not working but others are).
3. Routine work orders. These work orders are addressed in 30-60 days. (Ex: One wall in the apartment needs to be painted).

Most repairs are completed within three to five working days. If you have a question about the status of your work order, contact the physical plant directly by calling 580-559-5377. While every attempt is made to respect residents' privacy, by reporting a maintenance need in your apartment, residents are authorizing access by Physical Plant staff. Please plan accordingly.

## **MICROWAVES**

Microwaves are permitted but must not exceed 1,000 watts. In addition to wattage requirements a power strip with a circuit breaker must be used. A power strip is not required when the microwave is being used in the kitchen area of the apartment. If the microwave exceeds 1,000 watts or is not used with a power strip with circuit breaker (if located outside the kitchen area), the resident will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will result in confiscation of the microwave.

## **Missing Persons Policy**

In the event a person is reported missing from East Central University, every effort will be made to locate the person as soon as possible. The following steps will be taken:

1. Immediately refer the missing person(s) to the ECU Police Department by calling 580-559-5555.
2. Determine that the person is actually missing and the investigation shows the student has been missing for 24 hours.
3. Obtain all information needed to complete a report and enter the person in NCIC.
4. Alert area Law Enforcement that the person is missing.

5. Enter the person in NCIC as a missing person.

Allow students residing on campus to register confidential contact information in the event that the student is determined to be missing and advise students under the age of 18 that notification of a custodial parent is required after 24 hours have lapsed since the student is reported missing. This information is confidential and will only be accessed by authorized campus officials and law enforcement agencies.

For students who are not under 18 or are emancipated and have registered no contact, the appropriate law enforcement agency will be contacted and immediate action will be taken. If they have registered appropriate contact information, then those contacts will be notified.

### **MULTI-PLUGS**

The use of multi-plugs is not allowed in the apartment Complex.

### **MUSICAL INSTRUMENTS**

Playing of musical instruments in the Complex is not permitted. Practice rooms are located in the music building.

### **NOISE**

Complex housing exists to support the academic mission of the University. Quiet and courtesy hours provide standards of acceptable noise levels for study, rest/sleep, and privacy. Quiet hours are in effect 10pm to 10am, seven days per week. During quiet hours, all noise must be contained within individual apartment at a level that is not disruptive to another resident. During final exams, 24 hour quiet hours are in effect beginning at 6 p.m., 48 hours prior to the first day of exams and extending until after the last exam.

At all other times, courtesy hours are defined as noise levels appropriate for both Complex and individual apartments and not disruptive to others. This policy governs activities in individual apartments and outside in close proximity to Complex buildings.

Residence Life staff members are available to assist in resolving noise related problems. It is always best to attempt to resolve such problems directly before staff is asked to intervene. If such attempts are unsuccessful, residents are encouraged to contact an RA.

### **PARKING**

Each apartment is assigned a specific parking area. Residents must get a parking pass from the Information Desk located in the University Center.

All visitors are required to notify the ECU Police when they are parking at Complex Housing. The following information is required.

1. Make, model, and color of car
2. License plate number
3. Visitor's name(s)

#### 4. Length of visit

The University is not responsible for any vehicle(s) damages. Residents are advised to keep all windows up and all doors locked; furthermore, it is advisable to remove all valuable possessions from the inside of the vehicle.

### **PARTIES**

All private parties in Complex housing with nine or more students in attendance must be registered in advance with the Residence Life staff. Residents are responsible for the actions of their guests and for complying with ECU housing policies, the *Code of Student Conduct* and standards conducive to a residential community.

Parties given for children on University property must be supervised by an adult. Children attending the party are the responsibility of the resident. If hosting a party for more than 10 children, the party must be pre-approved by Residence Life staff.

### **PERSONAL SAFETY**

All students residing in the Family and Adult Housing Complex must be able to provide for their own safety, including the ability to follow all campus policies and procedures in the event of an emergency situation and/or evacuation. Students are required to evacuate their apartment in the event of a fire alarm and/or during any evacuation led by Family and Adult Housing Complex staff to ensure the safety of all students.

Although the Family and Adult Housing Complex is a safe environment, residents are encouraged to be aware of their surroundings and follow simple safety precautions when while on campus and in the community. Residents are encouraged to observe the following:

- Lock your door when you leave and when you are in the apartment.
- Know the emergency evacuation procedures for your building; be familiar with the location of the apartment's fire alarm and do not disengage under any circumstance.
- Follow all health and safety regulations.
- Do not prop doors or windows open.
- Look out the peep hole and/or window before opening a door.
- Avoid walking alone at night.
- Be alert and ever vigilant noting and reporting anything that seems unusual.
- Vary daily patterns; some attackers stalk their victims, knowing just where and when to strike.
- Pay attention to your surroundings. Where is the best lighted route? Where can you run for help if necessary?
- Educate children about safety measures.

Report any concerns to the Residence Life staff and ECU Police.

### **PEST CONTROL**

Pest control problems should be reported to one of the Family and Adult Housing Resident Assistants. All apartments are sprayed for pests according to a set schedule and as problems are reported. Residents will be notified via a printed schedule, email

and flyers in common areas or on apartment doors of spraying dates at least seven days in advance. This information will instruct residents on what steps must be taken to prepare for spraying. Residents who fail to meet these spraying preparation requirements will be subject to a \$50 fine.

### **PETS**

With the exception of a fish aquarium not exceeding 10 gallons and approved service animals, pets are not permitted in University housing. All service animals must be approved through the Office of Disability Services. Documentation must be submitted and approved prior to arrival. Fish aquariums may be used only for fish.

Furthermore, no pets may be kept in close proximity to the apartment building. Residents who have dog/cat food/water bowls, pet toys, etc. may be written up for a violation of the pet policy.

### **PLAYGROUND AND RECREATION AREAS**

A playground and recreation area with picnic tables and grills are provided. Children under the age of 13 must be accompanied by an adult.

### **PUBLIC AREAS**

Public areas in apartments are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events, not meeting the guidelines provided in the *Rules for Living*, should make arrangements to use other campus facilities. The grounds outside the individual buildings may not be used for private social events, without prior approval from the Residence Life staff.

### **QUIET HOURS**

Quiet hours are hall specific and are set by the Office of Housing and Residence in consultation with the Residence Hall Association.

### **RELEASE OF PRIVATE INFORMATION**

Release of private information to students or other interested parties is not permitted without prior written consent by the originator and approval of the Director of Housing, Residence Life & Dining Services. Copies of certain private information, which will not be given to the originator upon request, are job applications, housing application/contract and financial records. Directory information (telephone numbers, room numbers, and P.O. boxes) is considered public information and may be released on request from the University. Only telephone numbers of residents will be given out from the Office of Housing, Residence Life & Dining Services. Students requesting directory information not be released should complete a "Do not release information" form available in the Registrar's Office.

### **RENEWAL OF RENTAL AGREEMENT**

Residents of Adult and Family Housing are required to renew their rental agreements yearly during the summer each year. Residents will be notified in writing of the need to

renew the rental agreement. Residents who fail to renew by the stipulated date will not have a reserved space for the next year and may be required to move out of the Complex.

### **RENT**

Residents must pay the monthly rental charge as it becomes due on the first day of each month at the Bursar's Office located in the Administration Building.

Students moving in during the first five business days of the month are required to pay for the full month. Any students moving in past that date will get a pro-rated rate for the first month based on their move-in date.

Residents are responsible for this payment and bills are not sent by the University. If a resident has given a 30-day notice, the resident still must pay their rent in full for that month. Upon check-out, the rent will not be pro-rated for the remainder of the month.

Students are required to pay for the remainder of the month in which they check-out. However, students will be refunded for following months. The refund process takes between 7-10 business days.

### **RESTRICTED AREAS**

Certain areas around the Complex are off limits to residents. These include, but are not limited to, roofs, ledges, mechanical rooms, crawl spaces, creek, etc.

### **SECURITY**

For personal protection, as well as protection of personal property, do not leave the apartment or vehicle unlocked when unattended. Large valuable items (stereo, TV) may be marked and identified by ECU Police.

East Central University police and Residence Life staff continually monitor the living environments to limit the risk of personal injury or damage to personal property. However, residents also have a responsibility to adhere to and support community standards as they assist in the security of their living environment.

### **SMOKE DETECTORS**

Smoke detectors are provided in all residential living areas and are checked regularly, during scheduled health and safety checks, to ensure proper working order. Residents are not to tamper with smoke detectors. Tampering with such will result in a restoration charge and judicial action. If smoke detector is making a chirping noise, please report the need for a new battery.

### **SMOKING**

Smoking is not permitted in any on-campus apartment or within 25 feet of the entrance to any on-campus housing facility. Smoking is also prohibited in public common areas such as the laundry room, playground areas and picnic areas, etc.

Students are also not permitted to utilize or store Hookahs in their apartments.

### **SOLICITATION**

To protect students against fraudulent involvement, sectarian promulgation, interruption of their studies, and to ensure that the property of the University is not used for monetary gain, door-to-door soliciting, sectarian promulgation, or political propaganda in the Complex is prohibited without the prior approval of the Director of Housing, Residence Life & Dining Services.

Fundraising in University housing is limited to official residence life organizations and approved University organizations. A fund raising written request must be submitted two weeks in advance to Residence Life staff. Fund raising activities are limited to common areas. Door-to-door solicitation or privately sponsored apartment sales and solicitation are not permitted in University housing.

### **STORAGE**

The University provides storage areas inside the apartments only. The breeze ways are to be kept clear of all belongings. Residents needing additional storage should see off-campus facilities.

### **SURVEYS**

All surveys conducted in ECU housing must have the prior approval from the Residence Life staff. Surveys will be limited to assessments of the quality of residence life, specific issues affecting campus life, University sponsored surveys and official U.S. government business (i.e. census).

### **TELEPHONE SERVICES**

Although each apartment is equipped for an outlet for phone service, the acquisition of phone service is the responsibility of the residents. Residents are also responsible for their own equipment and long distance calls.

### **TORNADO PROCEDURES**

**Tornado watch:** weather conditions suitable for tornado. Residents are advised to seek shelter and seek additional information concerning tornadic activity.

**Tornado warning:** a tornado has been indicated on radar or actually has been sighted. In the event of a tornado warning, residents are to go into the bathroom, closing the door, or to a center hallway. Follow the instruction of ECU Police, Residence Life staff members or other community or University officials.

#### **During a tornado:**

1. Close the blinds and stay away from the windows.
2. Close but do not lock the door.

3. Go into the bathroom, close the doors, or into a center hallway and wait for the storm to pass or an all-clear signal from ECU Police.

### **TRANSPORTATION FOR EMERGENCIES**

Residence life staff members are not permitted to transport students requiring emergency assistance. When such assistance is required, the ECU Police should be notified or the resident should call 911.

### **UNCLAIMED ITEMS**

Items are tagged with pertinent information, i.e. location, time/date and turned into Office of Housing, Residence Life & Dining Services. Office staff make telephone and/or written contact with residents. Once notified, owner is given 30 days from time of notification to claim items. If items are not claimed within 30 days, items will be destroyed, if appropriate. Items also may be sent to the University Lost and Found, University Center Information Desk. Residents may be subject to an assessment for storage.

### **WINDOWS and SCREENS**

For the security of personal property, windows should remain locked and curtains or blinds drawn when not at home. Screens are to remain properly installed in your windows. Additional portable air conditioners are not permitted to be installed in apartments because of the excessive electrical load they produce. No type of decorating, signs, etc. may be posted or be hung between the window blinds or on the window (inside or out). Exceptions are made for winter holidays. Winter holiday decorations are allowed from Thanksgiving and until January 2.

Apartment windows are screened, Screens are to remain secured properly in window frames at all times. Removal or damage of screens will result in a restoration charge. Residents should report broken, dislodged screens.

### **WITHDRAWAL FROM THE UNIVERSITY**

All students withdrawing from the University during the fall or spring semester and summer term must vacate their assigned apartment before a University withdrawal form will be signed. Specifically, the student must remove all personal belongings and complete a proper check-out with the Residence Life staff.

Note: In the case of illness or other situations whereby a student cannot complete a check-out, his/her proxy may initiate a withdrawal through the Office of the Vice President for Student Development and then check-out with Residence Life staff.

## ANSWERS TO FREQUENTLY-ASKED QUESTIONS

### **What if I want to see an apartment?**

Please call the Office of Housing, Residence Life & Dining Services at 580-559-5602 to arrange a visit.

### **Will my financial aid or scholarship cover my \$240 housing deposit or application fee?**

No, the housing deposit must be paid prior to move-in. An application fee must accompany your application/rental agreement for Complex housing and cannot be taken from financial aid or scholarship awards.

### **When can I move into my apartment?**

Information concerning the exact date of availability of the apartment and your move-in date will be sent to you.

### **May I move in during the summer?**

Yes, as long as you are enrolled in summer classes or pre-enrolled for the fall.

### **What if I decide to vacate my apartment without a 30-day notice?**

There is not one answer to this question. Please read your rental agreement carefully. It contains important information. Once signed and returned to our office, it is considered binding. Information concerning the 30-day notice also can be found in the *Notes for Living*.

### **During the holidays may I stay in my apartment?**

Yes.

### **During the summer may I stay in my apartment and not enroll for summer classes?**

Yes, CONDITIONALLY. You must pre-register as a student for the upcoming fall semester or submit a letter of intent to the Office of Housing, Residence Life & Dining Services. Additional information also can be found in the *Notes for Living*.

### **Do I have to buy a University meal plan?**

No. Residents of Adult and Family Housing are not required to purchase a University meal plan. If you desire to purchase a meal plan you may do so by filling out the appropriate meal plan request form located on the housing website or located in the Housing Office in 155 Administration. Please note that you can only increase or decrease your meal plan prior to 5:00 p.m. on the 10<sup>th</sup> day of classes each semester. If you wish to change your meal plan during this time you may do so by filling out the appropriate form located on the housing website and in the Housing Office in 155 Administration.

### **May I remain in my apartment if I withdraw from school?**

No. In order to stay in University Housing you must be enrolled in classes. If you are not, you must check-out of your apartment within 48-hours, unless an extension is granted by the Director of Housing, Residence Life and Dining Services for extreme circumstances.

### **May I install an additional air conditioner?**

No. This appliance is not allowed in the apartment due to the potential for overload of the electrical system and the potential for fire. Fans, however, are permitted if they plug directly into the wall outlet.

**May I have overnight guests in my apartment?**

Yes. Guests must register with the Office of Housing, Residence Life & Dining Services by filling out the overnight guest form, which can be found on the housing website ([www.ecok.edu/housing](http://www.ecok.edu/housing)) and can be found in the laundry room of the Family and Adult Housing complex. This form must be completed and returned to one of the Family and Adult Housing staff members at least 3 days in advance of the guest stay. You are responsible for the actions of your guests at all times, and guests are to respect the needs and rights of all Complex residents. Guests are allowed to stay for two nights per week, with a maximum of eight nights in a semester. Special guest registrations will be handled on a case by-case basis by Residence Life staff.

**Are my personal belongings insured by the University?**

No. The University does not assume responsibility at any time for the private property of its students and is not liable for the loss or damage of any article of personal property anywhere on the premises. Residents are encouraged to carry appropriate insurance to cover your personal belongings.

**Am I allowed to personalize my apartment?**

Yes. Personalization should occur within established guidelines as outlined in *Rules for Living*.

**Where do I pay my rent?**

Your rent is to be paid at the Bursar's Office in the Administration Building.

**Will I receive a bill for my rent?**

No. It is the responsibility of the resident to pay his/her monthly rent without receiving a bill.

**FIVE EASY STEPS TO APPLY FOR ADULT AND FAMILY HOUSING**

1. Review all information in the *Rules for Living*. Specifically review information pertaining to apartment assignments and requirements for qualifying for a one or two-bedroom apartment.
2. Complete the application for Adult and Family Housing by answering all questions with accurate information. An incomplete application may result in a delay or rejection of your application for Adult and Family housing.
3. Read and sign the rental agreement. Your spouse also should read this agreement, as he/she is required to sign the rental agreement. The rental agreement is a legally binding document.
4. Submit the \$25 application fee and application/rental agreement by enclosing a check or money order for \$25 made payable to East Central University.

5. Mail as soon as possible. Assignments are made based on first come-first serve basis in regard to the date of desired occupancy. Filing of an application does not guarantee assignment of an apartment; therefore, students should look into other housing options in the event an apartment does not become available when needed.

### **IMPORTANT TELEPHONE NUMBERS**

ECU Police Department: 580-559-5555

Office of Housing, Residence Life & Dining Services: 580-559-5602

Pontotoc Hall Director: 580-272-1900

Pesagi/Tiger Commons Hall Director: 580-332-5149

Briles/Knight Hall Director: 580-332-4991

Family and Adult Housing RA On-Call Number: 580-399-8041

RAOC Availability: (M-F 5:00 p.m. to 8:00 a.m. and 24/7 on Saturday and Sunday)

All emergencies should immediately be called in to 911 and/or the ECU Police.

### **YOUR NEW ADDRESS**

424 S. Stadium Drive

Apt. (Your Apt. #)

Ada, OK 74820

**Updated August 25, 2010**