



GUIDE TO CAMPUS LIVING

HOUSING & RESIDENCE LIFE



Housing & Residence Life
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Welcome

Welcome Tigers!

For the next several years of your life, Housing and Residence Life will be your home sweet home away from home. College is the greatest time of your life and in the residence halls you will make life long connections and friends. From hanging out late talking in the lobby, to watching movies with your friends across the hall; the close environment of the halls makes socializing easy and convenient. Our staff will coordinate fun activities to encourage personal and community growth. Resident Assistants are always available to offer a listening ear or to guide you through the crazy university system. We are here to support your success as a student and to develop an engaging community, too.

Your experiences in the classroom will enable you to gain accomplishments in your chosen career field. But, your experiences in the residence halls and participation in activities will give you the skills and confidence to be successful in personal relationships, civic responsibilities and life fulfillment!

Welcome to the Tiger family and take time to experience all college has to offer!

Once a Tiger, Always a Tiger!

Debbie Chalmers
Director
Housing and Residence Life

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:

Residents have the right...

- 1) To read and study free from undue interference.
- 2) To rest and sleep without undue disturbance from noise.
- 3) To expect that personal belongings will be respected.
- 4) To a clean and secure environment in which to live.
- 5) To unobstructed access to the living environment including the parking areas, common areas, and rooms.
- 6) To personal privacy.
- 7) To host guests, within established guidelines.
- 8) To expect enforcement of the Housing Agreement/Contract.
- 9) To petition for redress of grievances.
- 10) To be free from intimidation, ridicule, harassment, and physical and emotional harm.
- 11) To expect reasonable cooperation in the use of common areas and equipment.

Resident Responsibility

Residents have the responsibility...

- 1) To know and adhere to the rules and regulations of the University and Housing and Residence Life.
- 2) To abide by all local, state, and federal laws and ordinances.
- 3) To respect the rights of others, as stated above.
- 4) To comply with reasonable requests made by housing staff or University officials.
- 5) To maintain building security, including locking room doors and not impeding the operation of building security features.
- 6) To monitor and accept responsibility for the behavior of guests.
- 7) To report violations of rules and regulations to the appropriate staff.
- 8) To search for solutions to problems. If you are unable to find a solution on your own, seek assistance from your Resident Assistant, and then, if necessary, bring residence hall issues to the attention of your Residence Director.
- 9) To participate actively in self-governance.
- 10) To participate in conduct proceedings to determine appropriate standards of behavior.

Living in the residence halls 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 residence halls. Your enjoyment of living on-campus will depend, to a large extent, on the thoughtful consideration that you demonstrate for other members of your residence hall and the on-campus housing community.

Housing & Residence Life Staff

Housing & Residence Life staff consists of students, paraprofessionals, and professionals who are committed to the academic, social, and personal growth of residents. It is the goal of Housing & Residence Life to provide an environment conducive to student success and as such, housing personnel are always willing to help residents in any way possible.

Housing & Residence Life Office

The Housing & Residence Life office is located on the first floor of the Administration Building, Suite 155. The office is open Monday through Friday from 8am – 5pm. Please feel free to stop by our office or contact us via phone at (580)-559-5602 or via email at housingresidencelife@ecok.edu.

Director of Housing & Residence Life is a professional who oversees the on-campus living environment. The Director is responsible for supervising all Housing staff, as well as working to implement and improve Housing policies, practices, and protocols for the betterment of the on-campus community.

Area Coordinator is a professional who coordinates department initiatives and programs, including RA selection, RA training, as well as summer camps and conferences. The Area Coordinator also advises the Residence Hall Association which offers quality programs while acting as the voice for students living in the residence halls.

Residence Directors (RDs) are full-time, live-in staff members who manage the daily operations of the residence halls. Residence Directors provide direct supervision and training to the Resident Assistants, assist with program development, and address student conduct issues as they arise. Residence Directors are also available to answer questions, listen to suggestions, and offer assistance to residents as needed.

Resident Assistants (RAs) are undergraduate students who have been selected based on their desire to help and serve others. The RAs are available to assist residents and are the first point of contact for residents needing non-emergency assistance. RAs live in the residence halls and are available to assist you with on-campus living, to serve as a resource about East Central University (ECU), to ensure that community living standards are maintained, and to plan informative and enjoyable activities. In addition, RAs are available to assist residents in the event of a lockout.

Custodial and Maintenance Staff are Facilities Services staff members providing daily service to our residents, including 24-hour coverage for emergencies. The custodial staff cleans all public areas including public bathrooms, hallways, and lounges. Individual residents are responsible for cleaning up after themselves, the proper disposal of garbage, and the cleaning of living areas. Maintenance staff members maintain public areas and keep the residence halls in good physical condition. Requests for maintenance should be taken to a RA, front desk, or submitted online.

Involvement and Leadership Opportunities

As a resident living on campus, you will learn a great deal not only in the classroom, but outside the classroom as well. To aid in that learning, Housing & Residence Life offers many opportunities to get involved.

Residence Hall Association (RHA) is the student governing body for the residence halls and represents all students living on campus. RHA works to promote the growth and well-being of all residents through the development of leadership, policy, and programming. It is the purpose of RHA to coordinate and/or sponsor programs common to the residence halls, represent the resident voice in all policy making in the residence halls, and represent the members of RHA in any and all matters of concern between its members, various halls, other student organizations. RHA also acts as a liaison between the on-campus resident body and Housing & Residence Life. For more information, contact your Resident Assistant or the Housing & Residence Life office.

Floor Involvement – Investing into the community in which you live can be a very rewarding experience. As a resident, you can make an important contribution to the community in which you live. By getting to know your RA, attending floor meetings, and being active in floor activities, you can meet other people on your floor and have your opinions heard.

Services

Common Areas

Most residence halls have common areas available to residents. These areas may include televisions, pool tables, ping-pong tables, and soft seating. Residents are encouraged to utilize common areas while respecting the rights of all residents' use and access to the space. All common area furniture and other furnishings may NOT be removed from their designated locations. Removal of furniture is considered a policy violation. For safety reasons, residents nor their guests are not allowed to sleep in the common areas of the residence halls.

Front Desk

Several residence halls have a front desk where a housing staff member is available to assist residents as needed. The front desk staff are available to assist students with a variety of services including: checking in/out of the residence hall, room lock-outs, facility issues, use of games and recreational equipment. Desk hours vary; a schedule will be posted at each desk at the beginning of each semester.

Equipment Available for Checkout

Each front desk provides a variety of items for resident use including board games, pool equipment, ping-pong equipment, etc. Resident may check out items using their ECU ID card.

All items are expected to be returned within a reasonable amount of time. Failure to return equipment in a timely manner may result in loss of privileges and a fine. Students who lose or damage equipment may be charged to repair or replace the item.

Furnishings

All rooms are equipped with a bed, dresser, chair, and desk for each student. Furniture may not be removed from the room. Residents are required to provide other needed furnishings.

Laundry Services

All halls have access to coin-free laundry facilities for the exclusive use of their respective residents. Residents are expected to carry their University identification while using the laundry facility. For the protection of your personal belongings we do not recommend leaving laundry unattended. Do not prop entrance doors open or let non-residents use the facilities. 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 might remove your laundry. Problems with laundry equipment should be reported to housing staff directly. Please provide housing staff with a detailed description of the issue and the machines identification number, usually a large sticker located on the front of the machine. If there are issues that have been reported and have not been repaired within one week, please contact Housing and Residence Life.

Cable Television

ECU provides basic cable service to each student room in the residence halls. If, after connecting the television to the cable outlet, residents are unable to receive all cable channels, residents are encouraged to activate the channel search function on their television set. Please contact a Residence Director or Housing and Residence Life to address any additional cable issues.

Vending Machines

Vending machines are available in many of the residence halls. Residents who lose money in the vending machines should place a note on the machine and then visit the Purchasing Office (Administration 164) to request a refund.

Mail

Chokka-Chaffa' and Pesagi are equipped with mailboxes so residents are able to receive mail or packages at these residence halls. Chokka- Chaffa' address is 1100 E 14th PMB 2(room number) and Pesagi is 1100 E 14th PMB 1(room number). ECU also provide mail services through the campus bookstore. Any other residents wishing to acquire a personal mailbox are encouraged to stop by the Campus Bookstore, located in the Memorial Student Union.

Parking

Students living in the residence halls are required to have a parking permit in order to park in residence hall lots. Residents can get a parking permit from the Information Desk located in the University Center. All visitors are required to notify ECU Police when they are parking in a residence hall parking lot. The following information is required for obtaining a parking permit or guest pass:

- (a) Make, model, and color of car
- (b) License plate number
- (c) Student's name, ID Number, and contact information
- (d) If a Visitor, visitor's name(s) and length of visit

ECU is not responsible for any vehicle damages, or theft of property from vehicles. 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.

Dining Services

All residence hall students are required to purchase a meal plan. The minimum meal plan is 10 meals per week, with the exception of Tiger Commons, Stadium Apartments, and Greek Village. Residents in those three areas are required to purchase a minimum of the full flex plan. Residents are required to carry the meal plan at all times while living on campus. Residents may only decrease meal plans prior to 5:00 p.m. on the tenth day of classes. If a student wishes to change their meal plan prior to that deadline, they may do so at the Housing & Residence Life Office, located in Administration 155. Meals are non-transferable and students will not be refunded for uneaten meals.

Meal Plan Options

10 Meal Plan – 10 Meals per week

14 Meal Plan – 14 Meals per week

20 Meal Plan – 20 Meals per week

Flex Plan - designated amount of flex dollars that can be used in all dining facilities. (Flex Plan is reserved for students living in apartment-style housing or those living off campus.)

Procedures

Application

Undergraduate students enrolled full time and wanting to live on campus are required to complete a new housing application, including application fee for each academic year. Special exceptions can be made on a case-by-case basis as approved by the Director of Housing and Residence Life.

Cancellation Policy

Students wishing to cancel their housing contract prior to move-in must submit a written request to ECU Housing and Residence Life. Individuals canceling their contract prior to July 1st will not have any additional cancellation charges. Individuals cancelling their contract after July 1st prior to receipt of room key will be responsible for \$150 cancellation fee. Those who cancel their room for any reason (including withdrawal from ECU) after receipt of room key will be responsible for \$500 cancellation fee for traditional buildings or \$750 cancellations fee for apartments. Resident MUST check-out properly with an RA before contract is terminated. Failure to do so will result in a \$150 improper check-out fee, \$75 lost key fee, as well as any other applicable fees.

Contract Termination

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

- Voluntary cancellation of contract
- Suspension from University housing
- Failure to enroll or maintain full-time student status
- Removal from housing due to disciplinary sanctions
- Failure to submit required medical documentation to Health Services

Residents may be required to vacate immediately for health and safety concerns.

Room Assignments

Students completing the application in a timely manner will be able to self-select their room and space through their application. Access to the application process and room selection is determined by the number of semesters a student has lived on campus. The University reserves the right to administratively move residents at any time for the following:

- Maintenance issue with current living space
- Health and Safety reasons
- Building Consolidation
- Disciplinary Sanction
- Other administrative needs

Check-In

Students will be notified of the official check-in times and dates via email to their ECU email address. Failure to adhere to the prescribed check-in dates and times may result in an inability to check-in. To check-in, students will need to go to their building's front desk or other designated check-in location. Students will need to present their University-issued ID in order to check in. Prior to occupancy, staff will inspect each residence hall room and complete a room inventory online in the application portal. Residents are advised to carefully review the condition of the room and verify the inventory online. Upon vacating the room, any damages or discrepancies from the original inspection will be noted and charges may be 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

At the end of the contract period, residents will be required to move out of the residence halls. Residents must schedule a check-out date/time with a Resident Assistant at least 24 hours in advance. In order to check out, residents will need to remove all personal belongings and clean their living space. In shared living spaces, residents are responsible for cleaning their room/portion of the room as well as all applicable common/shared areas (bathroom, kitchen, living room, etc.). Residents must clean the room by properly disposing of all trash, sweeping and mopping the floor, wiping off surfaces, cleaning the bathroom, and the kitchen, if applicable (including the oven and refrigerator). The resident, in completing the check-out process, will review with staff the condition of the room 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. Any changes determined not to be normal wear and tear will be evaluated by the Residence Life staff/Physical Plant staff and a charge assessed. The Director of Housing and Residence Life and/or other University officials reserve the right to reassess the condition of your room and bill for necessary charges.

Residents who do not follow the approved check-out standards will be charged an improper checkout fee, in addition to any other applicable fees.

Any personal items left in a resident's room/apartment after vacating the space will be held for 30 days. The University will make an attempt to contact the residents and inform them of the left property. After 30 days, any property that has not been picked up will be disposed of or donated to charity.

Great Change Day

A few weeks after the start of each semester, Housing and Residence Life may have a "Great Change Day" in which residents may request to change rooms. Housing and Residence Life will send an email to the ECU email account of all residents designating the start of the room change process. Residents will have a prescribed amount of time to submit a form, typically electronic, specifying their request. Once forms are received and reviewed, Housing and Residence Life will notify residents accordingly. Submitting a request does not guarantee a room change will be granted; Housing and Residence Life reserves the right to deny a room change request as it deems necessary. Any resident who fails to confirm their room change approval or fails to complete their move in the specified time period may be subject to loss of their room change option.

Room Consolidation/Relocation

Housing and Residence Life reserves the right to conduct room consolidations. This may require some residents to move to another room.

Mandatory Meetings

A few times a semester, Housing and Residence Life staff will hold mandatory floor meetings to inform students of important information related to living in the residence halls. These meetings are for the benefit of all residents, as meetings can be utilized to address floor concerns or provide pertinent information. Floor meetings also help to unify the community and help residents get to know one another and housing staff. It is the responsibility of all residents to attend mandatory floor meetings or discuss legitimate scheduling conflicts with their Resident Assistant in advance. Failure to attend a mandatory meeting will not excuse a student from knowing or understanding the important information that is relayed during these meetings. Housing and Residence Life reserves the right to call mandatory meetings as deemed necessary.

Pest Control

All rooms are sprayed for pests according to a set schedule and/or as problems arise. A pest control schedule will be made available to residents. To limit the likelihood of insects becoming a problem, residents should keep their space clean, take out trash, and store perishable items in closed containers. Pest control problems should be reported to your Residence Director or Resident Assistant.

Authorized Room Entry

ECU reserves the right to conduct administrative searches of rooms and living spaces. Authorized ECU 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 Inspections

Inspections are made at periodic intervals each semester to ensure that the residents' space is in a safe condition and proper standards are maintained. Typically, housing staff will post notifications twenty-four (24) hours prior to conducting health and safety inspections. It is the responsibility of the resident to keep their room, as well as the hall 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 breaker boxes, water heater, HVAC systems, or other building maintenance systems. Policy violations in a resident's living space will be documented and disciplinary action will be taken.

Item Confiscation

Illegal substances and items found to represent a health and safety violation, or constitute a violation of ECU policy, will be removed immediately by Housing and Residence Life staff. If a resident of the room is not present, a written notice will be issued listing all items removed and an incident report will be written. Residents will be notified by a conduct officer regarding the confiscated item and if the item may be reclaimed.

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

- Drugs or other illegal substances and/or paraphernalia
- Fireworks and weapons
- Traffic and safety regulation signs

Lock Outs

While residents are expected to practice responsible behavior and maintain possession of their room key, there may be occasions when students will need assistance unlocking their living space. Resident Assistants are available to assist in these situations and can be reached by:

- Going to the building's designated front desk during designated desk hours
- Calling the RA on-call phone number for the building
- Between 8 AM and noon, Monday – Friday when ECU is open, contact the Housing and Residence Life Office at 580-559-5602.

In order to complete a lockout request, residents will need to provide their ECU student ID in order for housing staff to verify the resident's identity and room number. To encourage responsible behavior, residents may be required to meet with the Residence Director after their 3rd lock out.

Lost Keys

Residents are responsible for their room keys. For safety and security reasons, if a resident loses their key, the room lock(s) will be changed. Unauthorized keys are prohibited. If a resident loses their room key, the resident will need to go to the building's front desk or contact their building's Residence Director to replace the lock. A \$75.00 non-refundable fee will be placed on the resident's Bursar account to pay for the lost key and re-coring the door.

Housekeeping

The residents of each room will be held responsible for their room and its furnishings. This includes cleanliness, general housekeeping practices, and general appearances. Dumpsters are located in close proximity to all residence halls and it is the resident's responsibility to take all personal trash to the designated dumpster. Residents are not to place personal, bagged trash in common area trashcans. Residents should clean common picnic areas after use, including but not limited to: disposing of charcoal, scraping the grill top, and throwing away trash in the provided garbage cans. Residents should clean common laundry equipment/room after use, including but not limited to: wiping down washers to remove soap, fabric softener and bleach spills and throwing away fabric softener sheets.

Public Areas

Public areas in the residence halls are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events, 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 Director of Housing and Residence Life.

Withdrawal from the University

All students withdrawing from the University must vacate their assigned room/apartment. Specifically, the student must file for a contract cancellation with Housing and Residence Life as well as complete a proper check-out with an RA.

Insurance

The protection of personal property is the responsibility of each individual resident. Housing and Residence Life strongly recommends that each resident obtain renter's insurance. Some car insurance companies offer renter's insurance as part of a bundle package or parents' homeowner's insurance companies sometimes offer coverage for dependent's college living spaces; check with your insurance company to see if these are possibilities.

Policies

Student Conduct

Conduct Process

Housing and Residence Life is committed to providing an atmosphere conducive to the academic and personal growth of all residents. To meet this goal, it is important for all members of the residence hall community to make a special effort to be mindful of their actions and respectful to the rights of fellow residents. To aid in this endeavor, policies and community standards have been developed for the residence hall community. Students are encouraged to learn responsible decision-making, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of ECU within the context of a community living environment.

When a resident violates one of the policies designed to ensure the comfort and well-being of the community, the resident will be held responsible for his/her actions through the conduct process. This process is designed to be educational and restorative, while upholding student's rights. A full description of the process can be found in the *Student Code of Conduct: A Guide to Student Rights and Responsibilities*. For your convenience, a digital copy of the ECU *Student Code of Conduct* can be found on ECU's webpage.

Documentation of Violations

Housing and Residence Life staff, including RAs and Residence Directors, are required to confront violations of ECU policies, including residence hall policies. After confronting a violation, an incident report is written. Residents cited in an incident report will receive written correspondence, via the student's ECU email, informing the student of the next step to resolve the situation. Even if a resident does not believe they were responsible for an alleged policy violation, they are encouraged to participate in the process and provide their narrative of the incident. Residents are asked to respond in a timely fashion to all communications involving student conduct concerns. Failure to do so may result in further disciplinary action.

Danger to Self and/or Others

It is a violation of the Student Code of Conduct 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 Housing and Residence Life and may be required to meet with the Dean of Students prior to being allowed to return to Housing and Residence Life.

Discrimination

Housing and Residence Life is committed to the education of an inclusive living environment. As a result, it is the department's policy not to discriminate on the basis of on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or status as a veteran.

Grievances

Residents who have a grievance against a Housing and Residence Life staff member should discuss the matter with the staff member's supervisor. If the differences cannot be resolved, the student may appeal in writing to the Director of Housing and Residence Life. If the grievance is not resolved satisfactorily with the Director of Housing and Residence Life, or if the issue is with the Director of Housing and Residence Life, the matter will be heard by the Dean of Students

Residence Hall Policies

Furniture

ECU-owned furniture and equipment may NOT be removed from its designated location. Residents may bring personal furniture as long as no university furniture leaves the room/apartment and all forms of egress are not restricted. Personal furniture left in rooms after a resident moves out will be discarded, and a fine will be assessed to the resident's account. Waterbeds and loft constructions are prohibited.

The following residence halls have XL mattresses: Pontotoc Hall, Briles Hall, Chokka-Chaffa'

The following residence halls have standard mattresses: Pesagi Hall, Knight Hall, Tiger Commons, Stadium & Greek Apartments

Walls

Nails, screws, double-stick tape or duct tape, in or on the walls, ceilings, or furniture is prohibited. Masking tape, white poster putty, 3M Command™ strips or other temporary mounting devices are recommended for hanging posters and other decorations. Please note: while these mounting devices are recommended, they do not excuse any damage done to the room. Residents are responsible for removing all mounting devices and residue left on the walls or surfaces of their room or a fine may be assessed.

Decorations

Residents are encouraged to utilize decorations to give their space a more personal feel. The following guidelines must be followed when residents decorate their rooms or floor:

- All materials used (paper, foil, greenery, etc.) must be flame resistant.
- Lights must be low wattage, UL approved and rated for indoor use.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, exit signs, and sprinklers systems must not be covered and must remain free of obstruction.
- All exits and forms of egress must not be blocked.

- All heating and cooling systems (vents, thermostats, etc.) must not be blocked.
- All ECU light fixtures must not be tampered with, and its light bulb must not be removed or exchanged with a colored bulb.

Residents must be prepared to respond to concerns of housing staff about the hazardous nature of decorative materials and must remove materials that are deemed to be particularly hazardous.

Windows and Screen Removal

No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Appropriateness of decorations will be at the discretion of the Residence Director. Screens are to remain secured properly in window frames at all times. Removal or damage of screens will result in a restoration charge and disciplinary action.

Candles and Candle Warmers

Possession of candles, candle warmers, Sterno cans, Scentsy's, incense, wax burners, and flammable liquids are prohibited. Due to the potential fire hazard, Housing and Residence Life reserves the right to confiscate all such items from any area of on-campus housing. Open flames of any kind are prohibited at all times.

Appliances

Electrical and battery-operated appliances are permitted in rooms provided their use does not disturb other residents and their state of repair is not a fire hazard. All electrical devices and appliances must be UL listed.

Refrigerators 3.5 cubic feet or smaller and microwaves that are 1,000 watts or less are permitted in the residence halls. In addition to size and wattage requirements, a UL-approved power strip with a circuit breaker must be used. If appliances exceed the designated requirements or are not used with a power strip, 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 or refrigerator. Additionally, only one compact refrigerator and only one microwave are allowed per room.

Prohibited Appliances

For safety reasons, some appliances are not allowed, including but not limited to:

Hot plates, griddles, George Foreman grills, toasters, toaster convection ovens, extension cords, space heaters/heating units (except UL-approved heating blankets), halogen lamps, sun lamps, lava lamps, fog machines, personal washers/dryers or dishwashers, air conditioners, outside antennae, crock pots, slow cookers, rice cookers, coffee makers w/ hot plates, air-pop popcorn machines, and multi-plugs or other electrical splitters (without a protected light indicator and an on/off switch). Under no circumstances are gas appliances allowed.

Additionally, any cooking, lighting, heating and cooling devices or appliances that may

- pose health or safety concerns,
- strain the electrical capability of the facility,
- include an exposed heating element

Extension Cords and Multi-Plugs

Extension cords are not allowed in the residence halls. Only UL-approved power strips and multi-plugs with built in surge protectors (must have protected light indicator with on/off switch - only one per room) are permitted.

Bicycles

Bicycles may be stored in the resident's room provided they do not restrict free entry and exit. Bikes may also be placed in bike racks. The securing of bikes in the provided racks is the responsibility of the resident. Bicycles may not be stored in stairwells, breeze-ways, hallways, or other common areas. Bicycles are not permitted to be chained to exterior fixtures such as light poles, trees, railings, etc. Riding a bicycle in the residence hall is also prohibited.

Sports and Recreation

Sport activities, throwing objects, skateboarding, roughhousing, use of archery equipment, water sports, practical jokes, 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 are also prohibited. Housing and Residence Life prohibits these activities due to the possibility of damage, injury, and disruption to members of the community. Residents are highly encouraged to use the ECU sand volleyball court, outdoor basketball court, practice field, and the Tommy Hewett, M.D. Wellness Center for all their sport and recreation needs.

Grills

Personal outdoor grills are not allowed in the residence halls, breezeways, or any other outdoor areas surrounding the residence halls or parking lots. Charcoal grills are provided by ECU at Pontotoc Hall, Briles Hall, Tiger Commons, and Stadium Apartments. After using outdoor grills, residents must clean the area used by disposing of charcoal, scraping the grill grate and properly disposing of trash.

Floor/Welcome Mats

Floor/Welcome mats are prohibited in hallways and areas where they may cause a trip hazard.

Storage

ECU provides storage areas inside the rooms/apartments only. The hallways are to be clear of all belongings. Residents needing additional storage should seek off-campus facilities.

Guests

Periodically, residents will want to have friends or family members visit them. Consideration of roommates and other floor residents dictates that guests do not infringe on the right to privacy and quiet that is reserved for all members of the residence hall community. Residents must obtain permission from all roommates and/or suitemates before inviting a guest to visit. Permissions must be sought and granted for each visit. If permission is not received and guests are still invited to visit, all future guest privileges may be revoked. Additionally, all overnight guests must be approved by the Residence Director. It is each resident's responsibility to communicate all disapproval of guests and convey continual problems to Housing and Residence Life staff.

Overnight guests may stay for a maximum of two nights per week, with a maximum of eight nights per semester. A resident may have no more than one overnight guest at any time.

A guest is defined as any individual who is not a contractual occupant of a specific room. The following guidelines are to be followed by all guests:

- Must be escorted by a contractual occupant of that building/room at all times while in the building. The purpose of having an escort is to enhance the security of the facilities and to protect individual privacy.
- Must carry a photo ID at all times and provide it to ECU staff upon request.
- Must abide by all ECU policies. Guest(s) and their host(s) are mutually responsible for the conduct of the guests.

Minors are defined as those who are under the age of eighteen (18) and not enrolled at East Central University. Guests under the age of eighteen (18) will not be allowed to stay overnight.

Keys and Building Access

Residents are prohibited from lending or duplicating their keys. Furthermore, residents and their guests are prohibited from aiding or facilitating entry of an unauthorized or known banned visitor within any housing facility. This includes but is not limited to: propping security doors; impeding the electronic locking system in any way; and "tailgating" or the act of an unauthorized person following a resident into a building. In addition, locks not provided by ECU, are not allowed to be added to any university owned door.

Noise

On-campus 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. To help promote an atmosphere conducive to good scholarship and personal growth, the following quiet hours are designated for all residence hall buildings:

Residence Hall Quiet Hours:

Sunday through Thursday, 10:00pm-10am

Friday and Saturday, 12:00am (midnight) – 10:00am

Courtesy Hours are in effect twenty-four hours a day, seven days per week. Courtesy hours are defined as noise levels appropriate for individual rooms and not disruptive to others.

This policy governs activities in individual rooms and outside in close proximity to the residence halls.

If problems arise, residents of the community are expected to address any noise issues through direct communication. It is always best to attempt to resolve such problems directly before asking housing staff to intervene. If such attempts are unsuccessful, residents are encouraged to contact an RA.

Cable and Telephone

Each room is equipped with complimentary basic cable TV. Any problems with cable should be reported to your RA. Residents may not tamper with ECU or vendor telecommunication equipment.

Car Maintenance

Residents are not allowed to perform major car maintenance involving fluids or engines in housing parking lots. Residents are not allowed to redirect water from their room or other common areas for the purpose of washing vehicles.

Restricted Areas

Certain areas around the residence halls are off limits to residents. These include, but are not limited to: roofs, ledges, mechanical rooms and crawl spaces.

Animals

Animals are not permitted in residential living spaces, with the exception of fish and approved service animals. Each resident is allowed to have one (1) aquarium that is a maximum size of ten (10) gallons in their residence hall room. All aquariums must be properly maintained, clean and odor-free. Additionally, residents found having animal care products/equipment such as animal food, bowls, toys, etc. may be documented for a violation of the pet policy. Residents found in violation of the pet policy may be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.

Emotional Support and Assistance Animals are welcome provided the necessary paperwork and authorization forms are completed with Testing and Accessibility prior to the animal's arrival in the residence halls.

Solicitation

To protect students against interruption of their studies, soliciting is prohibited in the residence halls. All surveys conducted in ECU Housing must have prior approval from the Director of Housing and Residence Life. Surveys will be limited to assessments of the quality of residence life, specific issues affecting campus life, ECU sponsored surveys and official U.S. government business (i.e. census).

Smoke Detectors

Smoke detectors are provided in all residential living areas and are regularly checked to ensure proper working order. Residents are not to tamper with smoke detectors. Tampering with such will result in a restoration charge and disciplinary action. If smoke detector is making a noise, please report it immediately to Housing and Residence Life staff.

Smoke-free and Tobacco-free Living

East Central University is a tobacco free campus and as such, the use of all tobacco products (both smoking and non-smoking) is prohibited. Residents are also not permitted to store tobacco products or paraphernalia in their room or apartment.

Alcoholic Beverage Containers

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 room, will constitute a violation. Alcoholic beverage containers are not permitted as room decoration.

Emergency Procedures

Personal Safety and Security

All students residing in the residence halls 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 residing in the residence halls are required to participate in emergency response and evacuation drills. Students are required to evacuate the residence hall in the event of a fire alarm and/or during any evacuation led by Housing staff to ensure the safety of all students. Although the residence halls are generally a safe environment, residents are encouraged to be aware of their surroundings and follow simply safety precautions 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 room.
- Know the emergency evacuation procedures for your building; be familiar with the location of the room'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?
- Report any concerns to the Housing staff and ECU Police. For personal protection, as well as protection of personal property, do not leave your room or vehicle unlocked when unattended.

East Central University Police and Housing 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. **Residents requiring emergency assistance should contact the ECU Police or call 911.** Housing staff members are not permitted to transport students requiring emergency assistance.

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.

Earthquake

In the event an earthquake, please take immediate cover.

During an Earthquake

- First and foremost, stay calm. Think through the consequences of any action taken.
- If outdoors, stay outdoors; if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.

- If indoors, take cover under a heavy desk or table, doorways, halls, or against inside walls. Stay away from glass. Cover your head.
- If outdoors, move away from buildings, trees, utility poles, power lines, and gas meters. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.

After an Earthquake

- Be prepared for additional earthquake shocks, called “aftershocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- If indoors, evacuate the building and proceed to the designated outdoor area.
- Stay out of severely damaged buildings. Aftershocks can shake them down. University officials and Housing staff will inform you when it is safe to re-enter the building.
- Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Remain aware of the potential for gas leaks. Do not turn on the lights.

Fire

Incense, burning candles, portable heaters, or any type of flammable liquids are not allowed in the residence halls. This includes the storage of mopeds and motorcycles in close proximity to the residence halls. Wall hangings, such as fish netting, posters and tapestries may not be hung from ceiling light fixtures, over radiators, or electrical outlets. Housing staff make regular health and safety inspections of all living spaces to ensure that fire safety standards are maintained. Fire extinguishers are for fire safety. Tampering with fire safety equipment may result in the cost of recharging the fire extinguisher, suspension from University housing, and other disciplinary action.

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 designated outdoor areas away from the buildings, as directed by residence life staff members.

When alerted of a potential fire by the alarm, shouted warning, or experience the sensation of smoke or fire, residents should remember the following:

- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the door. If it is hot, do not open the door.
- 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.
- If unable to leave the room, open the window.
- To attract attention if you are trapped, hang an object out the window; shout; Call 911 -- give the building and room number, any other specific information that can be used to identify the location.
- If able to leave a room, close all doors and exit the room/building via enclosed stairwells if available.
- After evacuating a building, move to the designated outdoor area and stand clear.
- Follow the directions of Fire, Police, and Housing personnel.

What to do if you discover a fire:

1. Sound vocal and mechanical alarms.
2. Report fire to Fire Department and ECU Police Department.
 - a. Give building name
 - b. Give your name.
3. Leave the building and do not re-enter until the "all clear" is given by the Fire Department.

Tornado

Oklahoma is known for severe weather, especially in the spring and summer months. Weather conditions can become severe quickly so please stay aware of changing weather conditions.

Tornado Watch: weather conditions are suitable for a tornado, but no tornado has been detected in the immediate area. Residents are advised to seek shelter and seek additional information concerning tornado activity.

Tornado Warning: a tornado has been indicated on radar or spotted in the immediate area. In the event a tornado warning is issued, the civil defense sirens should sound. Student in the residence halls are encouraged to take the following steps in the event of a tornado warning:

- Close and lock your room door and close hallway doors behind you.
- Move to the lowest floor or basement immediately, remaining in the hallway until Housing staff give the all-clear; no longer hearing the sirens does not necessarily mean the tornado threat is gone.
- Stay away from windows and glass.
- Follow the instruction of ECU Police, Housing staff, and University officials. Those refusing to cooperate with staff or evacuate to a designated area may be subject to disciplinary action.

Tornado Refuge Locations

Pesagi Hall: First floor hallways

Tiger Commons: First floor hallways of Pesagi Hall

Pontotoc Hall: Basement floor of "C" section

Knight & Briles Halls: First floor hallway of Briles Hall

Stadium & Greek Apartments: apartment bathroom on lowest floor OR closest designated tornado refuge location

Science Hall: Basement floor

Administration Building: First floor hallway

Chickasaw School of Business: Foundation Hall

Education Building: Basement floor

Student Union: Ballroom

Linscheid Library: West wall of second floor (not open to public)

Linscheid Library Annex: Break room of first floor (not open to public)

Maintenance and Facilities

Maintenance Requests

Facilities Services completes all repair work in the residence halls. Requests for maintenance should be taken to a RA, front desk, or submitted online. During regular business hours, maintenance emergencies should be reported to the Residence Director or the Housing and Residence Life office immediately. In the event of a maintenance emergency after 5:00pm, please contact the RA On-Call for the building. Once a work order is submitted, Facilities Services will work to complete the request. Most repairs are completed within three to five working days. Residents are encouraged to allow a reasonable amount of response time for repairs, but also notify housing staff if the problem does not get resolved. Residents are expected to report problems in their rooms in a timely fashion, especially in situations where delay may cause further damage to the building, furniture, or property and/or present a health/safety risk including but not limited to: leaking water, mold, and broken glass. Residents may be charged for damage to the facilities due to a failure to report such maintenance concerns in a timely fashion. Residents are responsible for damages they or their guests cause to property. While every attempt is made to respect residents' privacy, by reporting a maintenance need in a space, residents are authorizing access by Facilities Services staff. Please plan accordingly.

Work Order requests can be submitted online at:

<https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp>

When registering to use the work order system, please use this organization number: 1073051136

When describing the issue, please provide as much detail as possible so the issue will be addressed accordingly.

To submit the work order, you will need this password: ecutigers

Damage/Common Area Damage

Residents will be held financially responsible for all damage, missing furniture/equipment, violation of fire safety or security procedures, or vandalism. 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 room, on the hall floor, or in the building, depending on where the damage occurred and who had reasonable access to that space. Damage charges may include fines and/or administrative costs in addition to the actual repair or replacement. Students responsible for repeated damage/vandalism or students responsible for violations of fire safety or security policies may be subject to removal from housing and/or suspension from ECU.