



Housing & Residence Life

GUIDE TO CAMPUS LIVING

2022-2023



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housing@emich.edu

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NEW DIGITAL FEATURE

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COVID-19 AND PUBLIC HEALTH-INFORMED POLICIES



INTERACTING WITH MY ROOMMATE

WHAT YOU NEED TO KNOW

This guide is designed to answer your questions and help you get settled. You are responsible for knowing the information in this document.

Legal Information

Your Housing Service Contract is the basic document that states the contractual obligations between you and the University. Guide to Campus Living documents are legally binding and incorporated by reference in the Housing Contract. You are equally responsible for complying with the rules, policies and regulations contained herein as you are for those directly in the Housing Contract.

Hold Harmless

You agree to hold the University, its agents and employees harmless from all damage, liability, or loss sustained by you or others in your room that results from the negligent or illegal use or intentional misuse of the room by you or others in the room.

Personal Property & Liability Protection

EMU and Housing & Residence Life do not assume any liability for loss, theft or damage to the personal property of residents in any University Housing location, including parking lots. Residents are strongly encouraged to maintain appropriate insurance coverage on all personal property, including automobiles.

CONTACT INFORMATION

Housing & Residence Life

Central Offices

734.487.1300

emich.edu/residencelife

housing@emich.edu

We are located in the lower level of the Dining Commons between Wise and Downing Halls.

Our mailing address is:

Housing & Residence Life

526 Ann Street

Ypsilanti, MI 48197

COVID-19 AND PUBLIC HEALTH-INFORMED POLICIES

Housing & Residence Life continues to help students learn and thrive while minimizing the potential spread of disease within our community. In addition to standard protocol and rules, we offer this section to clarify additions related to COVID-19 for all residential students and staff. You will be updated via emich.edu email as changes occur. You are responsible for adhering to these policies as part of your housing contract. We urge you to continue to check [EMU's COVID website](#) for updates.

HEALTH AND SAFETY

We expect that all members of the community—residents, staff and visitors—act in a manner that demonstrates consideration for the health of all community members. EMU and Housing & Residence Life may require a resident to leave housing if their continued presence in the community poses a health or safety risk for community members.

Residential students are required to comply with regulations and health guidance adopted by EMU and Housing & Residence Life. This guidance will evolve and may include, but is not limited to, physical distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, vaccination mandates or tracking, and isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, computer rooms, courtyards and other common spaces. As of May 2022, students living on campus must be fully vaccinated and boosted and are asked to report their status using the COVID Vax Certification portal through email. Students with an approved medical or religious accommodation prior to moving in, do not need to be vaccinated. Details on these policies including updates can be found [ONLINE](#).

ISOLATION

Students who test positive must report their status to the Dean of Students via the [COVID Report Form](#). Students testing positive with COVID with campus housing as their permanent residence may be asked to move to a suitable location for isolation. Students will be provided alternative housing arrangements as needed.

Residential students are required to comply with requests from Housing & Residence Life staff to leave their assigned space due to COVID or other public health emergency and failure to do so is a violation of Residence Hall and Apartment Rule 1.50 Failure to Comply (described below) and may subject a student to emergency removal from their assigned space.

Removal from campus housing or emergency moves to another on-campus location to isolate or quarantine does not constitute a termination of a residential student's housing contract, and no refund will be offered to students who leave housing due to a positive COVID test.



ADMINISTRATION



Each hall and apartment complex has various levels of trained staff serving Housing & Residence Life (HRL).

DESK ASSISTANT (DA)

DAs are student staff members serving in a customer service and safety role at the front desks. DAs assist Office Managers with the day-to-day work of operating a desk.

RESIDENT ADVISOR (RA)

RAs are undergraduate students who live in the residence halls and apartments. Their role is to assist students in their adjustment to on-campus living. The RAs are responsible for acting as peer advisors and resources for students. RAs are here to help you—they might not realize when you need help, so feel free to ask. Part of their job is to get to know you, so don't be surprised if they ask you how things are going, about your grades, and about your EMU experience. The RA also acts as a representative of Housing & Residence Life and is responsible for enforcing the EMU Code of Community Responsibility, and Residence Hall and Apartment Rules.

OFFICE MANAGER (OM)

OMs are undergraduate staff members responsible for the operations of a hall or apartment front desk. They supervise the student Desk Assistants (DA), mail service, and key administration. The CD supervises the Office Manager.

GRADUATE HALL DIRECTOR (GHD)

GHDs are graduate students responsible for responding to student concerns, supervising the Resident Advisors, and programming efforts. The GHD assists the Complex Director (CD) in directing operations of the hall and takes charge in the CD's absence. GHDs take part in an on-call duty rotation serving a portion of campus.

GRADUATE ASSISTANT STAFF (GA)

There are graduate students that assist the professional staff in directing operations of the department. These positions are considered part of the administrative staff working in our areas. GAs take part in an on-call duty rotation serving a portion of campus.

COMPLEX DIRECTOR (CD)

CDs are professional full-time staff members that live and work in each complex and are responsible for the community including GHD supervision, indirect RA supervision, and front desk management. If you have a concern with your living experience, the GHD or the CD is the place to start. They can assist with roommate situations, campus resources or walk you through the student conduct process. Complex Directors share in a on-call duty rotation, responding to campus emergencies.

HOUSEKEEPING STAFF

The housekeeping staff is responsible for the daily routine maintenance of public areas in the halls and apartments. Their job is to ensure a clean, safe environment in hallways, laundry rooms, stairwells and lobbies.

MAINTENANCE TECHS

The Maintenance Techs perform basic and preventative maintenance tasks for all residence halls and apartments including fulfilling work orders.

OPERATIONS/PROPERTY MANAGER

A team of staff members are dedicated to providing supervision to the maintenance and cleaning of housing facilities. This team has oversight of the housekeeping staff and maintenance techs.



GET INVOLVED WITH HRL

Whether through employment, involvement, or leadership programs, there is a way for every resident to be involved in their community.

RESIDENCE HOUSING ASSOCIATION (RHA)

RHA is a student organization that represents the 3,000+ students who live on campus in the residence halls and apartments. RHA provides a means for residential students of Eastern Michigan University to attend educational and social programming, voice their ideas, to improve the experience of on-campus living. We do this by providing leadership opportunities to students and by working with organizations within EMU to foster positive experiences.

RHA consists of two levels of government:

Executive board: Oversees and provides campus wide programming for all residence halls and works directly with all community representatives.

Community representatives (CR): Encompasses seven complexes across campus, each consisting of three representatives. CR's work together to provide creative programming and to equip their halls with needed/desired items for their residents.

Both levels of RHA unite at a weekly general assembly meeting where the RHA Executive Board, community representatives, resident students and guests convene to address campus issues and formulate comprehensive programming. To get involved as a Community Representative and help provide leadership and structure to the community you live in, contact your Complex Director.

NATIONAL RESIDENCE HALL HONORARY (NRHH)

NRHH is an organization within the residence hall that represents the top 1% of residence hall students. There is a GPA requirement to apply. This organization focuses on service and recognition within the halls and apartments. NRHH also recognizes students, staff, and programs through their "of the month" awards. See the website for more details: <https://www.nrhh.nacurh.org/>

EMPLOYMENT OPPORTUNITIES

Housing and Residence Life employs over 200 students each year in a variety of roles. Current openings with application links are posted on our website (<https://www.emich.edu/residencelife/employment/>). Applications are fully online. If you have any questions about our positions, applications, or processes, e-mail housing_jobs@emich.edu.

Hiring for Resident Advisors (RAs) and Office Managers (OMs) occurs the academic year *before* the start date of the position. RA and OM selection runs from November to March each academic year. Selection information will be available on our website and is e-mailed out to current residents.

FRONT DESK STAFF SELECTION

Hiring for Desk Assistants occurs throughout the academic year. The primary selection window runs from May to June to hire for the following fall semester. Throughout the year, we may accept additional applications on an as-needed basis. Remember to check out the current openings section of our website for the most up-to-date information and application links.



YOUR HOUSING CONTRACT AND ASSIGNMENT

For purposes of the Housing Contract, “apartments” refers to Brown and Munson Halls, Cornell Courts, and 601 West Forest. All other locations, including The Village are considered Residence Halls.

AM I ON A CONTRACT OR A LEASE? WHAT ARE THE PAYMENT TERMS?

Currently, all residents are on a contract. Contracts run for the full academic year (both fall and winter). When you sign up for housing, you are signing up for the entire academic year. You will not be granted a contract release because you want to commute from home, move off campus, or do not like living on campus. The contract is a binding agreement between the student and the university.

IS THERE HOUSING AVAILABLE IN THE SUMMER?

For students enrolled in at least one credit, summer housing is available. Current apartment residents who are returning the following fall to the same apartment may have the option to stay in their same assignment for the summer term. This option is not guaranteed and is at the discretion of HRL.

CAN I CANCEL MY CONTRACT?

Prior to the official move-in day, students can cancel their contract for any reason. To cancel a contract prior to move-in, students must submit a cancellation request in writing from their emich email account to housing@emich.edu. Students must include their full name, EID, and a reason for canceling. Once a student moves in, they are committed to the full terms of the contract. Students can apply for a contract release after moving in. Information can be found [here](#).

You will not be granted a contract release because you want to commute from home, move off campus, or do not like living on campus. The contract will not be terminated for an enrolled resident to move to off-campus housing or to commute from home during the period of this agreement.

Reasons that support a contract release generally fall under the following categories:

- 1 Withdrawal from the University
- 2 Student teaching
- 3 Graduation
- 4 Academic dismissal
- 5 Discipline removal

or other mitigating factors not present or known at the time of contract signing. In the event that a resident is removed from the university or removed from campus housing through the conduct process, the resident will be responsible for the remaining financial balance of their housing contract.

Once a student submits a contract release request, their request will be reviewed and processed. Students will be notified via email of their approval or denial of the request, and further information as needed.

HOW CAN I SEE MY HOUSING CONTRACT?

The document was emailed to you at the signing of your contract. Please review your emails.

WHAT IF I LEAVE EMU?

If a resident is no longer an enrolled student, either voluntarily or not, the resident may no longer live on campus. In the event that you will no longer be an enrolled student, you must apply for a contract release. Information on this can be found at: <https://www.emich.edu/residencelife/campusliving/contract.php>

After submitting a contract release request, the request will be processed and the student will be emailed information on the move-out process. Non-enrolled students must move out immediately and must properly check out of their room or apartment at their front desk. The resident's property must be removed from their room. Items that are not removed will be considered abandoned and will be disposed of. HRL is not responsible for lost or left items.

MAY I CHANGE MY ROOM ASSIGNMENT?

At the beginning of each semester, there is a two week freeze on room changes. If you are interested in a room change once you have checked in, start by talking with your RA. Final room change decisions are made by the CD.

Please note: Housing & Residence Life makes all assignments without regard to race, sexual orientation, national origin, ability, religion, and does not make changes of assignment based on these factors or on any other discriminatory factors.



HOW ARE THE ROOM ASSIGNMENTS MADE?

UPPERCLASSMEN

Upper-class students are able to pick their own spaces through the posted deadlines. If the building or location that you desired was not available when you selected a space, it may have filled already, or you may not have been eligible for that space. Upper-class students who apply before posted deadlines are responsible for picking their own space; Housing does not make assignments for students. Upper-class students who apply after posted deadlines will be assigned at random.



FIRST YEAR STUDENTS

First-year students are able to pick their own space once they have formed a group of two through the posted deadline. Students who apply and do not form a group or do not find a roommate before the posted deadline have the opportunity to select a space during the first-year lottery room selection. First-year students who apply late are able to pick a space from the remaining spaces when they apply. First-year students who apply before posted deadlines are responsible for picking their own space; Housing will not make assignments for students. First-year students who apply after posted deadlines will be assigned at random.



FREQUENTLY ASKED QUESTIONS

We want your room to feel comfortable, personalized and like a home-away-from home. This section has information regarding your space including the condition of your room ([Room Condition Sheets](#)), decorations, lofting, pets, and more.

WHAT IS A ROOM CONDITION SHEET (RCS)?

The RCS is a form used to assess room conditions and inventory furniture. A staff member will complete a RCS prior to your arrival and move in. You will review the RCS and add anything missed. It is important that you agree with what is written on this form before you sign it. When you move out, that same RCS will be reviewed and completed. It is through differences in the assessed ratings that any damage charges will be applied shortly after you move out.

CAN I DECORATE MY ROOM OR APARTMENT?

(See [Residence Hall and Apartment Rules 1.30 Care and Use of Facilities](#) and [2.70 Room and Apartment Modifications & Decorations](#))

Yes! Giving the room a personal touch can be fun; however, discretion must be used to ensure safety and protect the rights of all students. Students are **not** permitted to alter permanent fixtures in the room or cover safety equipment. Painting or wallpapering is also prohibited. Additionally, the doors may not be written on, and the staff will ask that students remove all such markings or have custodial staff do it **at the student's expense**.

CAN I LOFT OR BUNK MY BED?

Beds are lofted in Best and Downing with an elevated bed frame that is adjustable.

In Hoyt, Pittman, Village, Buell, and Wise, double spaces (twin XL beds) can be lofted using our loft kits. Some rooms will already be lofted when you arrive. If you would like to loft your bed in these halls, students must submit a work order for this service online. Please be advised there are a limited number of loft kits available. Lofts are not available in any of the single spaces.

Residents, regardless of location on campus, are not permitted to use lofts other than those provided by HRL in any housing location.

There are no lofted beds in Brown/Munson, Cornell Courts, Phelps/Sellers, or Walton/Putnam. Residence hall twin beds can be put in a "raised" position or bunked (utilizing the provided notches in the bed posts). Metal pins are needed for bunking; these are available at front desks, students may bunk or raise their own beds. **Use of personally built lofts, cinder blocks, or bed risers is prohibited.**

DO I HAVE TO CLEAN MY OWN ROOM AND BATHROOM OR APARTMENT?

(See [Residence Hall and Apartment Rules 1.30 Care and Use of Facilities](#))

It is expected that all residents keep their rooms and apartments clean, including the bathroom. It is recommended that roommates and suitemates work together to determine standards for cleanliness and a schedule for cleaning. It is recommended to discuss these preferences in the Roommate Agreement Form (See example of Roommate Agreement Form in the Interaction with My Roommate section of this Guide). No housekeeping services are provided for individual rooms, suite bathrooms or apartments, even in the event of illness. You will need to purchase cleaning supplies and trash bags. Brooms, dustpans, vacuums and mops are available at your front desk. The community bathrooms in Wise Hall are cleaned regularly by members of the housekeeping staff.

Residents who do not clean their room or apartment, including the bathroom, upon moving out will be billed.

REGARDING TRASH REMOVAL

You must remove trash from your room regularly. All trash must be placed in designated garbage rooms, trash dumpsters, and/or recycling bins. Trash should never be left in stairwells, hallways or outside of buildings. Your room trash should not be disposed of in common areas or public restrooms. Residents can be billed for trash removal if not properly disposed of in a timely fashion.

IS THERE RECYCLING ON CAMPUS?

Every residence hall and apartment complex has a recycling station located in the hall lobby or apartment parking lot. The station includes collection of paper, cardboard, glass, and plastic.

WHAT ABOUT LAUNDRY?

Laundry machines are available in most halls and complexes.

- 1 Brown:** in the west side of the ground/first floor
- 2 Buell:** lower level and third floor
- 3 Munson:** lower level, access through southeast stairwell
- 4 Towers (Hoyt and Pittman):** located on the 10th floor of each building
- 5 Valley Halls (Best, Downing, Phelps, Putnam, Sellers, Walton and Wise):** located in the basement/lower level
- 6 The Village:** located on the ground floor of each building
- 7 Wise Hall:** located on the 2nd floor
- 8 601 West Forest** does not have laundry facilities, access is given to Brown Hall laundry

We work with WASH Laundry to provide service. Residents are able to pay for their laundry service by setting up a pre-loaded account on your cell phone.

- 1** Download the “PayRange” application on [iOS](#) or [Android](#). This application is free.
- 2** Manage your account by adding funds whenever you want.

When you want to do a load of laundry...

- 3** Use the PayRange app on your phone, swipe side-to-side to select the machine.
- 4** Add funds and check special offers.
- 5** Swipe up to send payment to the machine.

This service eliminates the need to carry cash or change. Most laundry rooms in the residence halls have one set of machines that do operate on coins.



LAUNDRY TIPS

When using the machines, it is very important that you do not overload them. When you are adding clothing to the machine, do not pack in the clothes. As you add items, let them fall into the machine. Once the clothing reaches the top of the wash tub, do not add more items. One load of wash should also equate to one load for the dryer. Additionally, large items such as comforters are typically too big for the machines. These items should be done in commercial units at a laundromat.

If you are having problems with a specific laundry machine, write down the identifying machine number and call the telephone number for repair listed on the washer or dryer. Give them specifics including location of the machine. Monitor your laundry. ***The university is not liable for lost or stolen laundry.***



CAN I BRING A PET?

(See the [Residence Hall and Apartments Rules 2.10 Pets](#))

Yes, but only certain kinds! Fresh water non-flesh eating fish are allowed in the residence halls and apartments. Fish tanks may not exceed 10 gallons. Residents of Cornell Courts are permitted to have up to two cats for an additional fee. Cats must be registered; to do so residents must complete the online registration form available on the Cornell Webpage: <https://www.emich.edu/residencelife/upperclass/cornell.php>. Residents found in violation of this policy will be instructed to remove their animal and will be referred to the student conduct process. This does not apply to residents who need a service or emotional support animal as defined on the Disability Resource Center web page. Prior to arrival, emotional support animals must be approved by the Disability Resource Center and the owner must follow specific guidelines.

SHOULD I HAVE RENTER'S INSURANCE?

(See the [Residence Hall and Apartments Rules 2.40 Property/Renter's Insurance](#))

You should have renter's insurance. The University does not assume responsibility for, or carry insurance covering the personal property of students. You must pay for the replacement or damage of your belongings, including (but not limited to) damage caused by vandalism, theft, fire, flooding, and facilities issues. Students should check for coverage provided by existing family policies or make arrangements to purchase their own rental insurance policy.

ARE THERE COMMUNITY KITCHENS IN THE RESIDENCE HALLS?

Community kitchens are shared spaces that include a sink, stove, microwave, and counter-top. Most halls have one community kitchen. Some include refrigerators. These spaces are for those living in the building or floor. As a courtesy to your neighbors, please keep the kitchen areas clean and report any facilities issues to your front desk.



**INTERACTING WITH
MY ROOMMATE**

During your time at Eastern Michigan University, you will most likely share a room. HRL will help you to build a positive relationship with your roommate, navigate roommate conflicts, and enjoy your experience living on campus. While living on campus with a roommate(s), you will be required to complete a [Roommate Agreement](#). Housing and Residence Life expects that all residents are able to do the following in their living environment:

- 1 Read and study free from undue interference in your living unit
- 2 Sleep without undue disturbance from noise
- 3 Respect the personal belongings of themselves and others
- 4 Live in a clean and healthy environment Have full access to their room and facilities without pressure from other roommates/suitemates
- 5 Host guests with the understanding that guests will respect the expectations outlined here

HOW IS MY ROOMMATE ASSIGNED?

On the housing application, you will answer “profile” questions to assist you in finding another student who you may be compatible with. From there, you can contact the student to decide if they will be a good match. HRL encourages you to take this opportunity to find a roommate. As part of the housing application process, you will select your room. While selecting your room online, you will be able to see profiles of other students assigned to each room. If you are the first to select a space in a room, others have the opportunity to see your profile.

If you do not select your own room or you apply after the recommended deadline, HRL staff will attempt to match you to someone according to your answers to some of the key questions on your profile including your housing preferences.

DO I HAVE TO FILL OUT THE ROOMMATE AGREEMENT?

Filling out a Roommate Agreement is very important. With this form, you and your roommate will be able to talk about your concerns, preferred conditions, and other aspects of your shared living space. This document will serve as a compromise and agreement to how the room will be shared. Both roommates will agree to the terms decided upon and sign the document. It will be collected by the RA. At any time, it can be edited or recreated by the roommates with a RA present to assist with the environment of the room. See Roommate Agreement sample in the [Appendix](#).

WHAT IF I HAVE A ROOMMATE CONFLICT?

If you have a roommate conflict, talk to your roommate first. If you need help, talk to your RA! The RA is there to help you navigate talking with your roommate about conflicts, and is available for mediations. Follow the steps in the Roommate Conflict Flow Chart in the [Appendix](#).

MY ROOMMATE LEFT, SO DO I HAVE A SINGLE?

The space in your room can be assigned to a student at any time by HRL staff. You might not be notified in advance when a new roommate is coming. Residents in under-assigned rooms and suites need to keep the room or suite ready to accept a new roommate and may not refuse such an assignment or request. Unassigned rooms/suites cannot be used by anyone. Impeding HRL effort to make an assignment to a vacant space is prohibited. **Failure to comply with the new assignment of a roommate will result in the billing of a single room and a referral to the student conduct process.**



**ROOM CHANGES
AND CHECKING OUT**

HOW DO I CHANGE ROOMS?

(See [Residence Hall and Apartment Rules 2.80 Room Assignments and Room Changes](#))

Before changing rooms based on roommate concerns, we ask you to attempt to resolve any roommate conflicts. This can be a challenge but sometimes can be easily resolved with additional discussion and agreement.

During the first two weeks of the semester, university closure or break periods, no room changes will be granted. This is to confirm available spaces and cancellations (this time is called a room freeze). Room change requests will be processed beginning the third week of each semester and continue until a period prior to finals. Students must meet with their Complex Director (CD) or designee and receive authorization to move.

Unauthorized room changes may result in additional billing and/or referral to the student conduct process. If you wish to change rooms and you have made an effort to resolve roommate conflicts, you should meet with the CD or designee to begin the process. Space is limited and is on a first come, first serve basis. HRL reserves the right to change the room assignment of a student at any time, to authorize or deny room and roommate changes, and to consolidate resident assignments in partially vacant rooms.

HOW DO I CHECK OUT OF MY ROOM?

Whether moving out of your room due to a room change, end of the year closing, or a mid-year departure, we ask that residents follow these instructions. To check out of the residence halls or apartments, residents must schedule and attend a checkout appointment with an RA. The appointment must be scheduled at least 24 hours in advance. The appointment is the final step before leaving your room assignment. Before their appointment, residents will receive a cleaning checklist. Prior to the appointment, residents must:

- 1 Complete all items on the checklist
- 2 Clean their apartment/room, including sweeping the floor, cleaning the bathroom and kitchen, and removing all trash
- 3 Remove all personal belongings from their room; any belongings that are left will be disposed
- 4 Complete the checkout appointment with an RA prior to the deadline provided

During the checkout, the RA will confirm that all checklist items including cleaning are completed. The RA will review administrative tasks and paperwork with you. You will be billed after your checkout for damages, cleaning, removal of trash or abandoned items. The checkout process is subject to change and students will be emailed any updates using their emich.edu address.

WHAT HAPPENS IF I DON'T FOLLOW THE CHECKOUT INSTRUCTIONS?

Failure to follow the instructions outlined above, failure to follow directions from hall staff, arriving late to or missing the appointment, and/or not completing check out paperwork is considered an improper check out. Residents that check out improperly may be assessed an administrative fee and may also be charged for additional damages (i.e. lock change, trash removal, cleaning, etc.).





UNIVERSITY BREAKS AND CLOSINGS

IS MY BUILDING OPEN DURING OTHER BREAKS HOLIDAYS?

CAN I STAY IN MY ROOM?

THANKSGIVING RECESS:

All halls and apartments are open for Thanksgiving recess. There are limited desk hours and there is no dining service provided. All students must register online if they plan to stay for Thanksgiving break. Details will be sent to you in email.

DECEMBER BREAK AND SPRING BREAK:

CLOSED HALLS: *You must leave the building during December Break and Spring Break.*

Best, Phelps, Sellers, and Wise

OPEN HALLS: *These halls and complexes are considered break halls. You may stay, however you must register online. Services are limited.*

Buell, Hoyt, Pittman, Village, and all of the University Apartments (Brown/Munson, Cornell, 601 West Forest)

BEFORE I LEAVE AT ANY BREAK OR RECESS, WHAT SHOULD I DO?

Complete the checklist on your door left by your RA about one week before break or closing. It will include items to make sure your room is safe and clean for the break. Some examples are to defrost your mini-fridge, take out your trash, close your windows, and lock your doors. University breaks and closings occur at Thanksgiving, between fall and winter semesters, and during spring break. All residents are expected to follow the Housing Break and Closing Checklists at each of the breaks to ensure health and safety of the residents and maintenance of the buildings. HRL staff enter rooms and apartments during breaks to conduct health and safety checks ensuring that all checklist items are complete.

DO I HAVE TO REGISTER TO STAY FOR A BREAK EVEN IF I LIVE IN A BREAK HALL?

If staying for any part of Thanksgiving, December, or Winter Break, you must register online. HRL needs to track who is staying in case of an emergency. If you do not register, your card access will be turned off and you may be unable to access other services. The registration link will be available on our website: <https://www.emich.edu/residencelife/about/index.php> Information will also be posted at the front desk and sent in email.

WHAT HAPPENS AT THE END OF THE YEAR WHEN I MOVE OUT?

Students will receive detailed end-of-the year closing information approximately one month before graduation. The basic steps are noted on the previous page. RAs will also have a closing meeting to answer questions - you should attend.





SERVICES

UTILITIES

All residence hall and apartment charges include basic utilities (water, electricity, and heat).

HEATING

During the winter, the temperature in the residence halls and apartments are required to be heated to 68 degrees. If you feel your room is too cool, here are some suggestions to warm it up:

- 1 If you have a thermostat in your room, make sure it is clear of objects that may affect its ability to work properly.
- 2 Keep doors and windows closed and locked so warm air stays in the room.
- 3 Position furniture away from windows, outside walls and heating vents.

If your attempts to warm up your room have not worked, please see the HRL Work Order page for next steps: <https://www.emich.edu/residencelife/campusliving/work-orders.php>. During the cold season, no heat is considered an emergency.

To allow heating systems to operate properly you should not have items directly under or on top of the heater to allow room air to circulate through the heater. Also, leaving the window open allows the heat to escape and be less efficient in maintaining your comfort level.

AIR CONDITIONING

Village and Wise rooms have heating and cooling controls. These operate similarly to your home thermostat. Running the air conditioning during cool periods or at its lowest settings for prolonged periods may cause damage at the expense of the resident. Do not set your heating and cooling control below 72 degrees in Village and Wise Hall. The 9th floor of Hoyt Hall also has air conditioning units.

The fan feature of your air conditioning unit for Village and Wise should be left on AUTO. Personal or installed air conditioning units are prohibited in most on-campus locations. See the [Campus Policies](#) section for exceptions.

RESNET: CAMPUS INTERNET

HRL and the Division of Information Technology provide each residence hall room/apartment (excluding Cornell and 601 West Forest) with one wired high-speed connection to the Residence Hall Network (ResNet).

To connect multiple devices to the wired network, residents must use a personal network switch which may be purchased from local or online retailers. Full ResNet rules are available online: <https://www.emich.edu/it/network/resnet/rules.php>

All rooms in Best, Buell, Brown, Downing, Munson, Phelps, Putnam, Sellers, Village, Walton, Wise, and the Towers (Hoyt, Pittman) have in-room wireless (WiFi) as do many of the common areas. Personally-owned wireless routers are not allowed in these halls.

For updated information or assistance, please visit: [emich.edu/it/network/resnet/](https://www.emich.edu/it/network/resnet/) on the web, or call the IT Help Desk at 734.487.2120.

Residents at Cornell Courts and 601 W. Forest will be issued a Comcast modem from the HRL staff. This modem will provide access to high-speed internet service from Comcast. Residents are responsible for this equipment and may be charged for damaged and/or missing equipment at the time of checkout.

GARBAGE DISPOSAL USE

Garbage disposals are in Cornell, Westview, Brown/Munson, and in some common kitchens. To use the disposal, residents should first scrape remaining food from their dishes into a wastebasket. Over-dumping of food items into the garbage disposal can lead to the machine and drain lines becoming clogged. Residents should dispose of food grease by pouring into a disposable container and placing the container in the trash. Grease dumped into drains leads to drain pipe blockage. Residents may be billed for replacement or cleaning out of the garbage disposals and/or drains when they have been misused and any potential flooding as a result.

Here are some general tips for maintaining a working garbage disposal.

DO:

- 1** Grind food waste only with a strong flow of cold water. Allow cold water to continue for about 15 seconds after grinding is complete.
- 2** Grind ice cubes as a scouring agent to clean inside the grind chamber.
- 3** Flush disposal for cleaning. To flush the disposal, allow the disposal and cold water to continue to run after the grinding ends and/or after draining the sink of dishwasher. Some detergents are caustic; flushing will pass such material into the drain line without disposal damage.

DO NOT:

- 1** Use hot water when grinding food waste. Hot water can be drained into the disposal between grinding periods.
- 2** Grind extremely fibrous materials like corn husks, potato peelings, celery, artichokes or pea pods to avoid drain blockage.
- 3** Put bones in the garbage disposal.
- 4** Put rice or coffee grounds in the disposal. Rice and coffee grounds tend to expand in the drain and cause blockage.
- 5** Put your hand in the disposal at any time, for any reason. If you drop something into the garbage disposal, unplug the unit and use tongs to retrieve the item.

E Housing & Residence Life

FRONT DESK HOURS

9:00 AM - 10:00 PM

*FOR AFTER HOUR ASSISTANCE, PLEASE CALL
THE RA ON DUTY. FOR EMERGENCY, CALL DPS.

YOUR FRONT DESK

The Front Desks are here to help residents with questions, mail, keys, lockouts, and to provide supplies. If you have a question or find yourself locked out, go to the Front Desk. The Front Desks are staffed by students at EMU. Office Managers (OM) are undergraduate staff members responsible for the operations of a hall or apartment front desk. Desk Assistants (DA) are responsible for front desk operations and act as a receptionist and information source for students, parents, and guests.

FRONT DESK HOURS - ACADEMIC YEAR

| | | |
|--|-------------|--------------|
| Phelps/Sellers | Daily | 9 AM - 10 PM |
| Best, Buell, Hoyt, Pittman, and Wise | Daily | 9 AM - 10 PM |
| Village | Daily | 9 AM - 9 PM |
| Apartments Office (Brown/Munson, Cornell, & West Forest) | Daily | 9 AM - 9 PM |
| Central Housing & Residence Life Office | Mon. - Fri. | 9 AM - 5 PM |
| During break periods, break halls and apartments | Daily | 10 AM - 2 PM |

Summer hours will change based on occupancy.

MAIL SERVICE

Each residence hall and apartment complex provides mail service (incoming and outgoing). United States postal mail is distributed to student mailboxes, Monday through Saturday. Residents must use their mail key to obtain their mail. Office staff will not take your mail out of your mailbox for you. Other special items (e.g., flowers, candy, packages, and fliers) may be delivered to the front desk for distribution. You must pick up your packages in a timely manner. Please note:

- 1 Housing & Residence Life is not responsible for spoiled perishable items.
- 2 Packages that are not picked up within 7 days, will be returned to sender.
- 3 When ordering online, make sure YOUR name appears on the mail to section; not your parent's, friends, etc. Mail will not be accepted or will be returned if the name is not that of the assigned resident.
- 4 Should HRL be found negligent in a lost, stolen or damaged package, Housing & Residence Life is not responsible for items in excess of \$100.
- 5 Residents are responsible to complete a change of address form with United States Postal Service (USPS) when moving out. USPS handles all forwarding for US Mail.
- 6 Non-USPS companies do not forward.
- 7 If we are unable to locate you or your name, packages will be returned to sender (i.e. packages in your parents name).
- 8 For some areas, mail is placed in mailboxes directly by USPS: Brown, Munson, Cornell, and 601 West Forest.
- 9 Amazon often delivers packages at main entries. You are encouraged to include delivery instructions requesting delivery to the front desks.

Bring your EMU Identification to pick up packages. Only you can pick-up your package. Packages in Cornell Courts and West Forest are usually left at the apartment or building door unless you request otherwise from your delivery service provider. If packages are not present in these areas, check at the Apartments Front Desk in Brown Hall.

Packages and letters should be addressed with the following information (no need to write Eastern Michigan):

For halls Best, Buell, Brown, Downing, Hoyt, Munson, Phelps, Pittman, Putnam, Sellers, Walton, and Wise:

Resident Name
Room # Building Name
Ypsilanti, MI 48197

EXAMPLES

Swoop Z Eagle
106 Pittman
Ypsilanti, MI 48197

For Village:

Resident Name
Building Letter + Apartment # + Room letter, The Village
Ypsilanti, MI 48197

Swoop Z Eagle
A119B The Village
Ypsilanti, MI 48197

For Cornell and West Forest:

Resident Name
Apartment #, Complex, the word "Building" and Building Letter
Ypsilanti, MI 48197

Swoop Z Eagle
31 Cornell, Building K
Ypsilanti, MI 48197

SUPPLIES

Front desks provide items such as vacuum cleaners, brooms, mops, and pails. Residents must present their state issued ID card or passport as a form of identification in order to check out these items. Toilet tissue is provided at every front desk (except Wise Hall).

EAGLE ONECARD (EID)

Your Eagle OneCard is the required official University Identification Card. All students activate their card at EMUEagleOne.com. The Eagle Card Services Office is at 203 Pierce Hall. Hours: Monday - Friday 10 AM - 4 PM or see their website for assistance: <https://www.emich.edu/sbs/eagleone/index.php>

An activated Eagle OneCard is used for the following:

- 1 Access into residence halls
- 2 Access into the Eastern Eateries
- 3 Accessing meal plans
- 4 Use of the library, computer labs, Rec/IM
- 5 Admittance to sporting events
- 6 Student access to their financial refund from the University

While living on campus, you must carry your Eagle OneCard at all times for identification purposes. If a campus official asks you for your ID, you must relinquish it.

EID PHOTO SUBMISSION

Since our in person offices are closed you can submit your photo for your Eagle Once Card at <https://www.emich.edu/sbs/eagleone/photosubmission.php>. Please note that your photo must be a head shot on a white or tan background and photos of a government issued ID or a high school ID will be required upon submission. Photo submissions are approved daily and you will receive an approval or denial email once your photo has been reviewed.



BROKEN EID

To report your Eagle One Card as broken please contact us via email eagleonecard@emich.edu with photo proof of the broken card in order to have it reviewed for a free replacement card.

TEMPORARY CARDS

If your card is broken or is currently in the mail on its way to you, you can request a temporary card. For more information, check out the website: <https://www.emich.edu/sbs/eagleone/replacing.php>

Please note that you must have a photo on file in order to receive a temporary card. Your first temporary card is free. The temporary card can be re-activated and should be held on to for any future use. There is a \$10 fee for a replacement temporary card if you do not have the first one.

Between 5 PM and 9 PM, door access cards can be obtained from HRL staff at the Front Desk. The DA will then contact professional staff who will issue a door access card. This process may take several minutes. If a lost or broken EID occurs outside of Front Desk hours, the resident should contact the RA on duty to gain access to the building, no card will be issued (phone numbers posted near the Front Desk). The door access card must be returned when a temporary card is issued. Residents that need a door access card will receive their first one, free of charge, one time for the academic year. For each additional door access card, or use of access card past the deadline, a \$10 door access card charge will be assessed.

BROKEN ROOM KEYS

If your metal room key is broken or bent, report it to the Front Desk staff. They will order you a new key and provide you with a temporary key. There may be a fee if it is determined you are responsible for the key damage.

LOCKOUTS

In the event of a lockout, residents may check out a loaner key from the Front Desk during normal desk hours. If a resident is locked out of their room after the desk closes, the RA on duty should be contacted. The loaner key is provided for 5 minutes as the student enters their room and returns with the key. Loaner keys can also be given if a student has submitted a lock change and waiting for its completion or retrieving a key from another location.

Residents that are locked out of their room will be given access to their room, free of charge, one time for the academic year. For each lockout thereafter or use of a loaner key, a \$20 lockout fee will be assessed. Residents will be asked to show their key after using a loaner key to assure they are still in possession of the key. A lock change will be initiated if the key is not present. After a loaner keys has been issued on three occasions, a work order may be issued to change the lock and the lock change fee will be billed. Loaner keys issued must be returned within 48 hours of the lockout or a lock change will be submitted and billed to the resident's student account.

LOST/STOLEN KEYS OR EID

(See the [Residence Hall and Apartments Rules 2.90 Security Procedures](#))

To ensure safety, residents must report keys that are lost or stolen to the front desk or RA on duty immediately. A lock change will be initiated and the student's account will be billed. Once a key is reported missing, the lock change process is started and cannot be stopped. Keys are issued to the resident only. Residents cannot give their keys/ keycard/EID to friends, family members or guests at anytime.

To report your Eagle One Card lost or stolen, log into EMUEagleOne.com, contact BankMobile Customer Services at 1.877.463.8663 or contact eagle card offices via email at eagleonecard@emich.edu.



MAINTENANCE

Maintenance and custodial work in the residence halls and apartments is completed by the Operations/Property Management team and approved vendors. Feel free to work with your RA or front desk to navigate a repair needed in your room or the work order system.

WORK ORDERS

For repairs that are needed, including emergency repairs, students must go to the housing and residence life website to get details and contact information for submitting a work order or calling in emergency facilities repairs needed: <https://www.emich.edu/residencelife/campusliving/work-orders.php>

Please note that work orders in the residence halls and apartments will no longer be submitted through the EMU Physical Plant. Use the link provided on the Housing and Residence Life website as noted above.

Emergency items are those such as Fire, health, and safety items that demand immediate response to protect and save property and lives. Requests are dispatched immediately. There is an immediate response and measures are immediately taken to alleviate the situation but not necessarily a permanent repair.

Emergency items include, but are not limited to:

- 1 Fire
- 2 Electrical sparks, smoke
- 3 Downed electrical line
- 4 Electrical Outage
- 5 Broken Steam, water or gas line
- 6 Toilet overflowing
- 7 Person trapped in elevator
- 8 Storm water flooding into a building
- 9 Sewage backing up in a building
- 10 Broken, gushing, or misdirected irrigation device or sprinkler head
- 11 Gas leak or smell of gas
- 12 Discharge of fire suppression system

Urgent Situations pose a threat of person injury, equipment damage, or a serious disruption of the University's operations. Requests are dispatched as soon as possible or practical and technicians should respond within the same shift. Urgent work orders should be completed no later than twenty-four (24) hours after the work order is dispatched to alleviate the situation before injury occurs, equipment or property is damaged, or the condition worsens.

Urgent calls include but are not limited to:

- 1 Broken glass and/or door
- 2 Non-functioning HVAC system when the temperatures are within the following parameters:
 - A Above 85 degrees Fahrenheit for cooling (if in a Central Air environment)
 - B Below 64 degrees Fahrenheit for heating

- 3 HVAC temperature adjustment (i.e. hot/cold calls) when the temperatures are within the following parameters:
 - A Above 85 degrees Fahrenheit for cooling (if in a Central Air environment)
 - B Below 64 degrees Fahrenheit for heating
- 4 Toilet stopped up when there is no other toilet available in the particular unit
- 5 ADA compliance issue, e.g. inoperative door opener, obstructed route
- 6 Inoperative switch, outlet or light (where there is insufficient lighting)
- 7 Piping or roof leak
- 8 Clogging sink/toilet/shower/tub when there is no other sink/toilet/shower/tub available in the particular unit
- 9 Loss of hot water or cold water
- 10 Pest control that poses a harmful, unsafe condition to include the following:
 - A Bedbugs
 - B Stinging or biting insects (e.g. bees, wasp, hornets, fire ants, etc.)
- 11 Mold that poses a harmful, unsafe condition after assessment by a qualified person.
- 12 Fire alarm trouble including malfunction of in-unit smoke detectors
- 13 Any repair necessary to remedy a situation in which the building has been made unsecure
- 14 Vandalism repair
- 15 Essential Common area indoor lighting where light is essential for the proper function of the space

Most other services items not listed here are routine. Please see the housing and residence life website for more details.

The timeline for service is based upon the need, the severity of the problem, the amount of time needed for repairs, and the availability of staff. ***While some damage is normal wear and tear, completing a work order does not exempt you from paying for appropriate repairs if you are responsible for the damages.***

EMU will give advance notice to conduct maintenance for preventative and/or regular service work. Maintenance staff employed or contracted by Eastern Michigan University may enter occupied rooms during the course of their work. This includes but is not limited to emergency maintenance or the completion of work orders. Please note that the submission of a work order constitutes permission for staff to enter a room and access any area necessary for the completion of their work.

MAINTENANCE COST LIST

The cost list located in the [appendix](#) represents various types of cleaning, repair, or maintenance for which HRL may bill a resident.



A photograph of a public safety building. The building has a dark brown facade with large white letters that read "PUBLIC SAFETY" on the top line and "POLICE" on the bottom line. The entrance is covered by a glass and metal canopy supported by several concrete pillars. A metal railing runs along the walkway leading to the entrance. In the foreground, there is a concrete sidewalk, a green lawn, and a landscaped area with pink and red flowers. A black grill is visible on the left side of the sidewalk.

**PUBLIC SAFETY
POLICE**

**SAFETY AND
SECURITY**

Safety is the responsibility of all students, staff, faculty and guests at Eastern Michigan University.

A few general safety tips to follow:

- 1 Always lock your door and your car.
- 2 When entering the building, do not let others follow in behind you without swiping in. This is often called “tailgating”.
- 3 Do not prop doors open.
- 4 If your university keys or EMU ID get lost, report it to your Resident Advisor or front desk immediately. An emergency lock change can be done so no unauthorized person gains entry into the building.
- 5 In your car, keep personal belongings out of view.
- 6 Report suspicious activity or crime immediately to the EMU Police Department and then to a Resident Advisor or to the Front Desk. When in doubt, make the call.



EMU POLICE DEPARTMENT

The EMU Police Department (EMU PD) is comprised of fully sworn, state certified, law enforcement personnel. EMU PD works closely with the City of Ypsilanti Police Department and the Washtenaw County Sheriff’s Department to enhance safety on and around campus. Departmental information can be found at www.emich.edu/police/.

The EMU Police Department serves our community through education, engagement, and enforcement. EMU PD maintains meaningful partnerships within our community in order to create an environment that supports, represents, embraces, and engages members of diverse groups and identities.

The EMU Police Department is open 24 hours a day, 7 days a week. In case of emergency, contact EMU PD immediately at: 734.487.1222 from a cell phone (program this number into your phone now) or 911 from any campus landline. Calling 911 from a cell phone will route you to Washtenaw County Dispatch.

Become familiar with locations of campus Emergency Assistance Stations and Kiosk emergency telephones (Blue-Light Phones). When there are crimes or safety concerns at EMU, the EMU Police Department will prepare formal notices to alert the campus community. These are called Timely Warnings. They are available at www.emich.edu/police/.

The Annual Security Report is available at: www.emich.edu/police/documents/current_yearly_crime_stats.pdf

AREA POLICE OFFICERS (APO)

The EMU Police Department sponsors police officers within the residence halls. These officers are dedicated to supporting the residential communities. Students are welcome to call or stop in during the posted office hours.

REPORTING CRIME AND SUSPICIOUS ACTIVITY

It is important to report all crime and any suspicious activity, as soon as possible, to EMU PD and then to the residence hall and apartment staff. You may go to the EMU Police Station or call 734.487.1222. Depending on the situation, an officer may be sent to the scene. When in doubt, call and EMU PD can assist.

EMERGENCY TEXT ALERTS WITH RAVE

Eastern Michigan University uses a university-wide text-messaging alert service that will notify you if an emergency situation occurs on campus. The alerts provide real-time information as a text message to your cell phone in the event of an emergency. You will also receive an email containing information on the situation.

As an EMU student, you are automatically enrolled in this service for email notifications. In order to receive text alerts, you must enter your phone number in your account profile. Text notification is voluntary, but strongly recommended. You may enter up to three mobile phone numbers and email addresses in your profile.



Access your profile at: www.getrave.com/login/EasternMichigan, Log in using your Emich Net ID username and password.

The campus alert service will be used only in the event of a campus emergency, when the university is closed (for example due to extreme weather) and for occasional testing of the system. You don't need to worry about receiving unsolicited messages. Your name and phone number will not be shared with anyone else through this system.

PUBLIC ENTRANCE SECURITY

Residence hall and apartment entrance doors are locked at all times. Residential students may use their EMU ID to access all hall lobbies between 7 AM and 7 PM. Residential students have access to their hall 24/7.

STUDENT INTERVENTION TEAM AND CARE REPORTS

The Student Intervention Team (SIT) provides a system for proactive intervention to student behaviors of concern, in order to recommend proactive and non-punitive approaches aimed at helping students achieve success. The Team represents a cross section of campus professionals who can address a broad range of student needs. The team is chaired by the Dean of Students and includes representatives from Counseling and Psychological Services, Department of Public Safety, Disability Resource Center, Housing and Residence Life, Legal Affairs, Office of the Ombuds, Provost's Office, and Wellness and Community Responsibility Office.

If you are worried about a friend, roommate, or fellow EMU student, you can alert the Student Intervention Team (SIT) by submitting a CARE Report. To submit this report, go online to emich.edu/sit/ and click on the link on the top of the page "submit a CARE report." After the report is received, team members will meet to discuss and take actions to address the situation. The resolution of an expression of concern is always governed by a course of action that balances the best interest of the student with those of the University Community.

If this is a crisis situation such as a risk of harm to self or others, notify EMU Police (EMU PD) immediately at 734.487.1222.



SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND SEX-BASED DISCRIMINATION

If you or a friend has experienced sexual harassment or sexual misconduct: including sexual harassment, dating and dating violence, stalking, or retaliation, you are encouraged to seek help and support. You have many options:

- 1** You may always contact EMU's Title IX Coordinator, at (734.487.9126) for comprehensive support and assistance, and for information about all reporting options.
- 2** You may always contact the Department of Public Safety (734.487.1222).

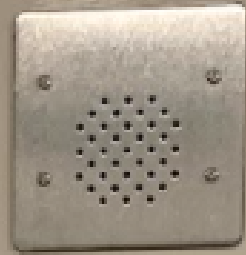
While compliance with the law is everyone's responsibility at EMU, the person designated to handle questions or reports of sex discrimination is:


Title IX Coordinator
100 Boone Hall
<https://www.emich.edu/title-nine/index.php>
734.487.9126
emu_titleix_office@emich.edu

The Title IX Coordinator can quickly implement remedial measures to help a victim/survivor, such as academic accommodations, and address immediate safety concerns.

OTHER EMU RESOURCES AND OFFICES THAT OFFER SUPPORT

- Counseling and Psychological Services (CAPS) located in in the EMU Campus Wellness Center at 1075 North Huron River Drive: 734.487.1118
- CAPS Center Resource Pages: www.emich.edu/caps/caps_resources/self_help_pages/assault_facts.php
- Safe House: 734.995.5444
- Rape, Abuse and Incest National Network Hotline: 800.656.4673
- Women's Resource Center: <https://www.emich.edu/dci/wcen/index.php>



 Opening this cabinet will contact you by silent alarm to the University Police.



EMERGENCIES

Emergencies can occur at any time, without warning. Experience has shown that a well thought-out, coordinated response helps prevent personal injury, property damage, and confusion. When in doubt, always call Department of Public Safety (DPS) at 911/734.487.1222. DPS is the comprehensive name given to EMU Police, and Emergency Management and Health & Safety Staff. Full EMU Emergency Management information is available at: emich.edu/publicsafety/emo/procedures/index.php

REMEMBER

During any emergency it is important to remain calm. Do not argue with police, fire, or Housing & Residence Life staff called to handle the emergency. Cooperating with university officials will decrease the potential danger during an emergency. Failure to comply with reasonable requests of EMU officials will result in a referral to the student conduct system. Questions and/or concerns about what has happened should be directed to your GHD or CD.

MEDICAL EMERGENCIES/INJURIES

For any medical emergency or serious injury, contact both EMU Police Department 734.487.1222 and a Housing & Residence Life staff member. You should inform DPS of the nature of the problem. If you feel the situation is critical and an ambulance should be called immediately, tell DPS. Be sure to identify yourself and the exact location of the emergency. Arrange for someone to meet the officer when they arrive, if possible.

FIRE ALARMS

For the safety and security of all residents, staff, and first-responders, EMU requires that all residents exit the building within three minutes of an alarm sounding. Failure to evacuate is a violation of Ypsilanti city ordinance and you may be subject to arrest and/or disciplinary action.

Upon hearing the alarm you should move swiftly and:

- 1 Open blinds and Turn off all room lights (if applicable)
- 2 Close and lock your door
- 3 Take your keys, EID, cell phone, wallet, and any needed medications
- 4 You are also encouraged to wear shoes and wear weather appropriate clothing (in the event you will be outside for an extended amount of time).
- 5 Remain calm and take time to look for other situations that may present a hazard as you are leaving the building.

State fire laws prohibit the use of elevators for fire evacuation. Individuals must remain outside of the building until the CD or DPS makes an “all clear” determination.

In order to comply with the Michigan Life Safety Code and EMU policy, Housing and Residence Life conducts monthly fire drills. Residents will not be notified of drills in advance so as to simulate conditions in a real emergency. Residents are expected to follow the same expectations for exiting the building as outlined above. Drills take place at various times throughout the day and evening. Drills will last until all residents have exited the building.

In the event of a fire alarm, residents should exit via the nearest emergency exit. Do not use elevators during an emergency. Upon exiting the building, residents should proceed to the designated meeting location. Residents will receive further instructions upon arrival. The designated meeting locations for each residence hall are listed below:

BEST HALL

Primary: Grassy area next to Alexander Music Hall.

Secondary (Indoors): Bowen Field House

Will shelter in place in the floor corridors.

BROWN HALL

Primary: The front entrance area of Bowen Field House

Secondary (Indoors): Brown Hall Laundry Room

Will shelter in place in the ground floor (1st floor) space of Brown Hall if it is safe to do so.

BUELL HALL

Primary: Gazebo at University Park

Secondary (Indoors): Bowen Field House will shelter in place in the ground floor tunnel and corridors if it is safe to do so.

CORNELL COURTS

Primary: The next closet building

Secondary (Indoors): Village Community Building

Will shelter in place in the closest laundry room if it is safe to do so.

DOWNING HALL

Primary: Gazebo at University Park

Secondary (Indoors): Bowen Field House

Will shelter in place in the ground floor tunnel and corridors if it is safe to do so.

HOYT HALL

Primary: Mayhew Lot

Secondary (Indoors): Student Center

Will shelter in place in the floor corridors.

MUNSON HALL

Primary: Main entrance on North side of Strong Hall

Secondary (Indoors): Munson laundry room and/or ground floor hallway

Will shelter in place in ground floor corridor if it is safe to do so.

PITTMAN HALL

Primary: Mayhew Lot

Secondary (Indoors): Student Center

Will shelter in place in the floor corridors.

PUTNAM HALL

Primary: Sidewalk east of University Park

Secondary (Indoors): Bowen Field House

Will shelter in place in the floor corridors.

SELLERS HALL

Primary: Sidewalk east of University Park

Secondary (Indoors): Bowen Field House

Will shelter in place in the floor corridors.

VILLAGE

Primary: Southwest Corner of Green Lot 2

Secondary (Indoors): Student Center

Will shelter in place in the floor corridors avoiding the windows on either end of the building.

WALTON HALL

Primary: Sidewalk east of University Park

Secondary (Indoors): Bowen Field House

Will shelter in place in the floor corridors.

601 WEST FOREST

Primary: Parking area away from entry

Secondary (Indoors): The Honors College

WISE HALL

Primary: Eastern Eateries, Front entrance

Secondary (Indoors): Bowen Field House

Will shelter in place in the floor corridors.

Extended emergency shelter is in the Student Center and Rec/IM building. If needed, you will be provided instruction from the primary location to move to the selected extended shelter location. In all facilities, the higher floor residents will move to the lower floors if it is safe to do so.



**COMMUNITY
RESPONSIBILITY
PROCESS**

The Code of Community Responsibility and Community Responsibility Process applies to all students and their guests regardless of class level, place of residence, group affiliation, or location.

WHAT HAPPENS IF I GET “DOCUMENTED”?

“Documented” is the term many people use to describe the process that occurs when a HRL staff member witnesses and/or reports an incident that may include a violation of a university or residence hall and apartment rules. In most cases, when observing a student who may be violating a rule, the staff member, usually a resident advisor (RA), will identify themselves, communicate which rule may have been violated, and request identification of the student(s) involved. If you find yourself in such a situation, you should remember two things:

- 1** Don't panic - the student conduct program is a component of the overall educational process and is considerate of your rights.
- 2** Always cooperate - Produce your ID promptly upon request and cooperate with the University staff involved. Failure to do these things will only complicate your situation. The staff member will then create an Incident Report stating the circumstances surrounding the alleged violation and the student(s) involved and submits this report to the Office of Wellness and Community Responsibility (OWCR) for review.



RESIDENTIAL COMMUNITY RESPONSIBILITY PROCESS

OWCR staff review incident and police reports daily and based on the information contained in the reports decide what to do next. Having an incident reported does not necessarily mean that a student will be charged with a violation of the rules or specific outcome or sanction. OWCR may meet with the involved student(s) to discuss the incident and take appropriate action based on the facts of the case. Complex Directors and the Assistant Director of Residential Life are designees of OWCR and serve as Hearing Officers for violations of Housing and Residence Life policies and rules. Staff will use EMU email to communicate with you.

Check your spam filters to ensure you receive these emails. Violations of policy in the residence halls and apartments may be responded to in a number of ways:

- 1** OWCR or HRL Staff determine that the student was not involved in a potential violation and close the incident report without further action.
- 2** OWCR staff may determine there is enough evidence to suggest that a violation may have occurred. A charge letter will be sent to the involved students via EMU email. This charge letter may come from a OWCR staff member or a HRL staff member. This letter will ask the student(s) to respond within 3 business days to address the incident by scheduling a conduct meeting. Failure to schedule or attend a meeting will result in a hold on the student's account. Additionally, OWCR and HRL Staff may make decisions on whether a violation did or did not occur in the student's absence based on the information available to the staff member, which may result in disciplinary action.
- 3** During the meeting, the staff member will present the information that was provided (i.e., incident report or DPS report), explain the rights and options to the student and offer the student the opportunity to provide additional information. From ALL the information provided, the staff then makes a decision of responsible or not responsible, and, if applicable, an appropriate sanction(s) is assigned. During this meeting, you are encouraged to be honest and to ask questions.
- 4** The student then has an opportunity to either accept responsibility and the sanctions offered or they may decide not to accept and move forward with the appeal process.

We have condensed the Community Responsibility Process for the Guide to Campus Living. To review the full process and Code of Community Responsibility please refer to www.emich.edu/responsibility.

WHAT IS A PROVISION?

In cases where a student is alleged to have committed a first-time minor policy violation, staff may choose to resolve the case informally as a provisions case. In a provisions case, OWCR and HRL do not officially determine whether a violation occurred. Involved students receive a letter asking them to complete two or more provisions. A provision is a directive for a student to complete a small specific action. Every provisions case will ask the student to review the appropriate policy and communicate understanding back to the Hearing Officer.

For example, a student may be documented for having a space heater in their residence hall room. The student will likely receive a provisions letter asking them to remove the space heater, review the prohibited items policy in the Guide to Campus Living, and respond to the Hearing Officer acknowledging understanding of the policy and receipt of the letter. If a student fails to respond to the Hearing Officer a hold may be placed on their account.

WHAT IS AN ACCOUNT HOLD?

An account hold is an administrative notation on a student's account that will prevent the student from conducting certain business with the University. Students with a conduct hold on their account will not be able to add or drop classes and may not be able to order transcripts. To remove a conduct hold, students need to respond to the charge or provisions letter sent to them. Holds may also be put on an account that has a financial balance.



RESIDENCE HALL AND APARTMENT RULES

These rules represent expectations for living in on-campus housing. All students and guests are responsible for abiding by these as specified. In addition, the EMU Code of Community Responsibility and local, state, and federal laws should be abided by at all times.

If a student is present during a violation, they may be held accountable. Students are encouraged to alert staff members when they know of a rule violation taking place especially when the health and safety of others are at risk.

UNIVERSITY LIMITS OF LIABILITY

Students shall not hold Eastern Michigan University or Housing & Residence Life liable, financially or otherwise, for any expense, loss, or damage resulting from, or in connection with, a violation of these rules, regulations, or standards, or because of the negligence of any student.

EMU CODE OF COMMUNITY RESPONSIBILITY: SECTION V.2: MISUSE OF ALCOHOL

- 1** Possession, creation, distribution, or consumption of alcoholic beverages, in violation of local, state, or federal law, or university policies and procedures.
- 2** Violation of any sections of the Code of Community Responsibility while under the influence of alcohol.

The Family Educational Rights and Privacy Act (FERPA) allow the university to notify parents if students are involved in alcohol-related incidents.

ALCOHOL: RULES SPECIFIC TO HRL

Housing & Residence Life is particularly concerned with behaviors or decisions that may lead to a dangerous misuse of alcohol. Persons who host parties involving alcohol, provide alcohol to underage persons, supply alcohol to persons already intoxicated, or jeopardize the safety of others through a violation of these rules are subject to immediate suspension or dismissal from the halls or apartments, as well as campus, criminal or civil charges. HRL staff have been instructed to apply the alcohol regulations in the following manner and will involve the EMU Department of Public Safety (DPS) in doing so:

- 1** Persons under the age of 21 may not possess or consume alcohol anywhere in the residence halls or apartments. Alcohol and empty alcohol containers are absolutely prohibited in the first-year residential areas (Putnam and Phelps) and in any room occupied entirely by persons under the age of 21. Putnam and Phelps are considered “dry” because they are predominantly occupied by residents under the age of 21.
- 2** In rooms or apartments where all residents are under 21, no alcohol may be possessed or consumed. This includes possession by guests or visitors who are of legal drinking age. Anyone present in an underage room or apartment where the consumption of alcoholic beverages is occurring will be in violation of this section.
- 3** Open alcoholic beverage containers are not permitted outside student rooms or apartments, including, but not limited to, student rooms and public areas, such as lounges, hallways, stairwells, laundry rooms, entry ways or surrounding areas, complex grounds, parking lots, etc., regardless of whether a student is of legal drinking age.
- 4** A student living in the residence halls or apartments is responsible for informing guests of rules and regulations regarding the consumption of alcohol and can also be held responsible for any violations of these rules and regulations by their guests.
- 5** Use or possession of kegs, beer bong, beer pong tables, tap devices, or funnel devices used for the consumption of alcohol is strictly prohibited in the residence halls and apartments. Any device used for the rapid consumption of alcohol is prohibited.

- 6** An underage student who is present in a student room or apartment where some or all of the residents of that room are of legal drinking age may be in violation of this section if there is reasonable evidence that the underage student is or was in the act of consuming alcohol.

SPECIFIC CONSIDERATIONS FOR THOSE 21 AND OVER

- A** A student of legal drinking age may not possess more than one case (12 count) of beer, or two liters of wine, or one liter of distilled spirits.
- B** If all the residents of a student room or apartment are not of legal drinking age, those residents over 21 may keep alcohol in the room; however, these students are prohibited from drinking it with or in the presence of, serving, or in any way providing alcohol to, those residents who are not of legal drinking age.
- C** Students who are 21 or older and who reside in a room or apartment with students who are not yet 21 may be held responsible for violating this section if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol they possess.

EMU STUDENT CONDUCT CODE: SECTION V. 3: MISUSE OF DRUGS

- 1** Possession, creation, distribution or use of illegal drugs, prescription drugs or other controlled substances, in violation of local, state or federal laws. Distribution, delivery or sale of narcotics, prescription drugs or other controlled substances in violation of local, state or federal drug or narcotic laws.
- 2** Possession or use of drug paraphernalia.
- 3** Misuse or distribution of over the counter drugs, or substances used as drugs.
- 4** Violation of any section of the Student Code of Community Responsibility while under the influence of legal or illegal drugs, or other controlled substances.

DRUGS: RULES SPECIFIC TO HRL

The use, possession, sale, distribution, or attempted use, possession, sale, or distribution, of illegal drugs, hallucinogens or controlled substances, or the evidence of such, including odor, smoke, residue, paraphernalia or illegal substances, is prohibited in all Residence Halls and Apartment buildings. Use of prescription drugs by persons other than the person named on the bottle's label notes is prohibited. Persons in a room or apartment where there is evidence of such drug use may be held responsible for the use. Drug paraphernalia will be confiscated by DPS. Paraphernalia includes but is not limited to tools for inhalation or injection, bong, devices created for drug ingestion, pipes, scales, etc. The Family Educational Rights and Privacy Act (FERPA) allows the university to notify parents if students are involved in drug-related incidents.

While recreational cannabis is legal in Michigan, Federal law has not changed, and marijuana still remains classified as a Schedule I drug. As a result, Eastern Michigan must continue to abide by the Drug Free Schools and Campuses Act by maintaining policies which prohibit marijuana possession, use, or distribution including medicinal use. EMU is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendment of 1989, which prohibit controlled substances on campus.

EMU STUDENT CONDUCT CODE: SECTION V.16: WEAPONS/FIREARMS/EXPLOSIVES

The following acts violate the EMU Student Code of Conduct:

- 1** Possession, storage or use of firearms and other weapons, including non-lethal weapons. Examples of such weapons may include, but are not limited to pellet guns, air-soft guns and paint-ball guns.
- 2** Possession, storage, or use of firecrackers, gunpowder, ammunition, explosives or incendiary devices, or other articles or substances which could endanger health or safety.

WEAPONS: RULES SPECIFIC TO HRL

Weapons, ammunition, explosive materials, fireworks, gasoline or any other flammable liquids such as propane or butane are not permitted in the residence halls or apartments. This includes electroshock weapons (tasers, stun guns, etc.) and projectiles. In addition, air guns, spring guns, paint-ball guns, BB/pellet guns, or other instruments in which the propelling force is a spring, compressed air, or CO₂, are prohibited. Toy guns, gun look-alikes, and non-functioning replicas of guns are also prohibited. These include NERF, water guns, and Super Soakers. Knives, except for those expressly used in food preparation, are prohibited. Decorative or martial arts weapons are prohibited. Possession of bows, arrows and crossbows are also prohibited. All prohibited weapons and explosive materials will be confiscated by the Department of Public Safety. ***Violation of this section may result in immediate dismissal from housing.***

1.0 GENERAL RESPONSIBILITIES

Residents and their guests are expected to abide by the rules, regulations, and standards of Eastern Michigan University now in effect, including the EMU Code of Community Responsibility, rules regarding underage possession and consumption of alcohol, and those regarding public intoxication. Residents must also comply with the terms and conditions of occupancy as stated here and in the housing contract and as posted in on campus living areas. In addition, all Michigan State and Federal laws are in effect at all times on campus.



Living on campus is different than living in a private residence and students are asked to consider the community in their conduct. Any behaviors deemed as disruptive to sleeping, studying or harmonious community living are prohibited. Any behavior deemed threatening to the general health or safety of residence hall or apartment occupants is prohibited. Students and guests who are present when violations occur may be held responsible for contributing to those violations if they knowingly had the opportunity to stop the violation and did not, or if they made the conscious decision to not remove themselves from the situation and/or report it to a staff member.

Residents must engage in self-care, including appropriate personal hygiene and management of medical conditions, so as not to unduly compromise the health and safety of the residence hall community. Residents who are unable to engage in self-care without assistance should collaborate with the appropriate office including Disability Resource Center, Counseling and Psychological Services or Office of the Dean of Students.

Residence Hall and Apartment residents and their guests are expected to be tolerant and respectful of the diversity within our community. No person(s) should be discriminated against or harassed due to their age, race, color, ethnicity, national origin, religion, gender, gender identity and expression, sexual orientation, marital status, veteran status, ability/disability, and/or socioeconomic status.

1.10 CAMPUS LIVING POLICIES

Listed in the Guide to Campus Living are a series of policies and other recommendations related to living on campus. The policies explain how to proceed in certain cases. Students who do not abide by them may be subject to action by OWCR.

1.20 CANCELLATION OF CONTRACT AND DISMISSAL FROM HOUSING

Housing & Residence Life may temporarily remove a student from housing or terminate a resident's Housing Contract immediately for breach of the contract's terms by the resident, or for any of the following reasons or conditions (including but not limited to):

- A** The resident ceases to be enrolled as a student and is not involved in a documented legitimate academic activity.
- B** Violation of EMU Code of Community Responsibility Probation, repeat violations of the EMU Code, any campus policies, the Guide to Campus Living, or a single serious violation.
- C** Items stated in 1.45 Emergency Actions

1.30 CARE AND USE OF FACILITIES

(Also see [EMU Code of Community Responsibility Section Property/Facilities/Services](#))

The University requires proper care and use of campus facilities at all times. Assigned residents of each living unit are financially responsible for keeping its contents in good order and free from damage by themselves and others. Students may not engage in any activity that can damage residence hall or apartment facilities or property. Any such action is cause for financial liability for any damages and the possibility of other sanctions in accordance with these rules. Specifically:

- A** Beds may not be raised using personally built lofts. Residence hall beds can be put in a "raised" position (only utilizing the provided notches in the bed posts). For safety reasons, only HRL Housekeeping and Maintenance staff (or designee) may loft beds. Apartment beds must be used as is. Use of cinder blocks or commercially available bed risers is prohibited.
- B** Recreational equipment such pool tables, ping pong tables, foosball tables, pools, etc. are not allowed in student rooms or apartments. Sports or similar activities (including Frisbee, rollerblading, skateboarding, bicycling,

bouncing balls, or water sports) are not allowed in any residence hall or apartment building. Students may not add equipment to any lounge.

- C** University-owned furniture and equipment (such as furniture, stereos, televisions, microwaves, and recreational equipment) may not be taken from, or moved within, the building without written permission from HRL.
- D** No one may tamper with (or alter) the electrical system or any other cables or wiring in the building. This includes circuit breakers, switches, wiring, and any data/telecommunication cables.
- E** Screens, windows, and window railings must remain in place at all times. Students are prohibited from hanging out of their windows or throwing or handing any items out of their windows. Students are prohibited from entering or exiting the residence halls or apartments through windows.
- F** No one may enter restricted areas. Restricted areas include but are not limited to: residence hall or apartment roofs, mechanical rooms, janitor closets and internet closets, etc. No one may tamper with roof doors or roof locks or climb sides of buildings.
- G** Students are not allowed to enter residence halls that are closed over breaks unless they have been given permission.
- H** No one may improperly access or use fire escapes or fire ladders.
- I** No one may paint, wallpaper, write on room walls and doors, or remove any door within their room or apartment.
- J** In the Residence Halls, no one may make holes of any kind in their room walls, doors, or ceilings. In the apartments, a few well-placed picture hangers in walls are acceptable. Excessive damage or holes in the apartments will be charged. No holes or nails in ceilings or doors.
- K** No one may damage, vandalize or deface common areas, including hallways, bathrooms, lounges, laundry rooms, elevators, and stairwells.
- L** No one may damage, vandalize, alter or deface their room/apartment or furniture provided.
- M** No one may interfere with the operation of smoke detectors or any other life safety systems or devices. Dismantling smoke detectors is prohibited.
- N** Lounges may not be used as a place to sleep.
- O** Stove tops and ovens cannot be used for room heating purposes.
- P** Residents may not complete or hire someone to do repairs or improvements to campus property or equipment.
- Q** All outdoor grills are prohibited (except University-owned equipment).
- R** Falsifying Work Orders - The maintenance team prioritizes the order in which work orders are completed. Exaggerating the severity of a facilities issue in an attempt to expedite the process is prohibited. Residents should not misrepresent the source of a facilities issue in an attempt to avoid being assessed replacement/maintenance costs.
- S** Cleanliness – Residents and their guests are required to maintain an appropriate level of cleanliness and orderliness within their room. Unsanitary conditions such as excessive trash, dirty or improperly stored dishes, spoiled perishable food items, dirty clothes, or other clutter must be corrected. Residents found in violation of this policy may be required to follow a cleaning schedule with periodic follow-up inspections from HRL Staff.
- T** Each room must have clearly defined passage areas to be used in case of emergency.

U Residents are expected to remove and dispose of all trash and recyclables by placing them in designated locations. Residents of Phelps, Sellers, Walton, Best, Buell, Downing, Wise, Hoyt, and Pittman Halls are required to place their trash in their floor trash room. Residents of University Apartments and The Village are required to place their trash in their complex dumpster. Leaving trash in stairwells, hallways, common areas, community bathrooms, outside of buildings, or adjacent to dumpsters is not permitted. Residents that leave trash in prohibited areas or in a manner other than those permitted may be billed for trash removal. Speak with your Complex Director or Graduate Hall Director if you have questions about trash removal for your area.

Violation of this section will result in financial liability for all cleaning or maintenance charges as well as damages that may result. Criminal charges may also be incurred. Since violation of this section may create a clear danger to members of the Residence Hall and Apartment community, dismissal from housing is a possible sanction for creation of such a hazard.

1.40 ENTRY INTO STUDENT ROOMS AND APARTMENTS BY UNIVERSITY OFFICIALS

The university reserves the right to enter any assigned room. Students' privacy rights are given important consideration before entering a room or apartment. When practical, university officials will give 24-hour advance notice to occupants before such entry. HRL staff may enter rooms for the following:

- A** During any fire alarm, building evacuation, or other emergency situations.
- B** To make a repair or check on immediate facilities issues, including work orders put in by a student. Such entries can also be made in anticipation of a problem such as a leak or flood.
- C** When an alarm clock or device is left on and unattended, disrupting the community.
- D** To prepare for new occupants or to determine if vacant space is prepared—in the apartments during turnover and in the halls throughout the year, if there is a vacancy.
- E** Health and Safety inspections to ensure your safety, notify residents of potentially hazardous conditions, health and safety.
- F** If there is an immediate concern for a student's safety. In such cases, the staff member is required to announce their need to enter and clearly identify themselves. Refusal to cooperate may lead to referral to the student conduct process.
- G** At the start of Thanksgiving, December and Winter recess, to assure completion of vacation checklists.



1.45 EMERGENCY ACTION

Housing & Residence may need to take immediate emergency action by removing a student from their room or apartment. This action may include temporary relocation, or immediate removal from campus housing. When this happens, the student will be alerted of the next steps but may not be allowed to return to their room or apartment without permission.

Such temporary Emergency Action may be in effect for up to ten days.

Emergency Action may take place in addition to other University action (such as through the Community Responsibility process or through the EMU Police Department) that results from a student's conduct.

1.50 FAILURE TO COMPLY

(Also see [EMU Student Conduct Code Section Failure to Comply](#))

A person is responsible for failure to comply when they, know, or have reason to know, that the requesting person is a Housing & Residence Life official, and fail to comply with a reasonable request, including attending a conduct meeting or providing ID when required. Housing & Residence Life officials include, but are not limited to Resident Advisors, Office Managers, Desk Assistants, Graduate Hall Directors, Graduate Assistants and Complex Directors.

1.60 FIRE ALARMS AND FIRE-SAFETY EQUIPMENT

All students are required to follow fire evacuation procedures. EMU expects that all residents exit the building within 3 minutes of an alarm sounding. If a fire alarm is set off by a resident's actions they may be dismissed from housing. Department of Public Safety, Fire Department, and HRL staff are authorized to enter rooms to ensure that they have been evacuated properly. Failure to evacuate is a violation of Ypsilanti city ordinance and subjects a resident to arrest and/or disciplinary action. State fire laws prohibit the use of elevators for fire evacuation. Individuals must remain outside of the building until the CD or DPS makes an "all clear" determination.

- A** Any tampering with smoke and fire detection systems, fire alarms or fire-safety equipment is prohibited. This includes alarms, fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, fire escapes, emergency or exit lighting, and fire doors. It is against state law and University policy to use this equipment for any purpose other than their intended purpose.
- B** Pulling false fire alarms, causing a fire, interfering with firefighters, or removing firefighting equipment (smoke sensors, fire extinguishers, etc.) is prohibited. Offenders may be removed from on-campus housing, prosecuted to the fullest extent of the law, and referred to student conduct and community standards for disciplinary action.
- C** Fire Egress: Students residing at 601 West Forest are responsible for keeping fire egresses clear and accessible.
- D** It is prohibited to hang items from or disturb heat and smoke detectors or sprinkler systems.

1.70 GUESTS

(Also see [EMU Student Conduct Code Section Guests](#))

Guests can be any adult (18 years of age or older). Exceptions for youth under 18 are only allowed during Lil Sibbs weekend or at the discretion of the director (approved in advance). Students are permitted to have up to three guests in their room and only one overnight guest at a time. Overnight guests are limited to weekends or holidays and only four nights per month. Guest overnight stay must have approval by the roommates beforehand.

Guests are expected to abide by all of the EMU and housing policies. If guests of a resident are found in violation of policies, the resident may be held responsible for their guest's actions. If a resident opens the door for someone, that person becomes the resident's guest and the resident is to escort them at all times while the guest is in the building. If a resident opens the door for others and leaves them alone in the building, the resident is still responsible for the behavior of that person.

Guests must carry identification and present it to University staff when requested. Acceptable identification include a state ID card, driver's license, military ID, or passport with intact pictures and birthdate. Library cards, high school or other University IDs (i.e. an ID from UofM) are not acceptable IDs for guests. On-campus students who are visiting another hall must be escorted by a resident of the visited building.

In the apartments, non-student residents that are permanent guests such as dependents and spouses must be registered with HRL and appear on the contract. These guests are only allowed at the discretion of HRL and the hosting student. Should the student no longer be registered for classes, permanent guests must move out.

In apartment family housing, where youth residents are registered with HRL, child care providers are permitted to stay in the apartment without the resident present. The child care provider is still responsible to follow all campus and housing rules. It is the responsibility of the parent to alert the child care provider of these rules and be available by phone in case of an emergency. A child care provider may stay in an apartment for up to 8 hours without the presence of the resident.

It is the responsibility of the resident to make sure access to the apartment is made available for the caregiver. ***If a lockout occurs, the caregiver will not be granted access by HRL staff.*** Caregivers are only allowed in the apartment while the child being cared for is present. Children not listed on the contract should not be receiving care if they are not the dependent of the caregiver. The resident and caregiver are responsible for following all parking regulations as it relates to parking permits and guest passes.

In Wise, residents are expected to escort their guests to the bathroom. Bathrooms are assigned by gender on upper floors. A gender neutral bathroom is available on the ground floor near the lobby.

1.80 LOUNGES & MEETING SPACES

Residential lounges are for the use of residential students. Student organizations and university departments may only use these lounges when invited to do so by an HRL staff member or Community Council/RHA member. Should an outside group be collaborating on a program, a member of the HRL staff or Community Council member sponsoring the event must be present during the event and for set up/clean up times. Student organizations and university departments will be charged for any costs incurred or damages that occur during the program. Hall lounges are not open to the public.

1.90 MEDICAL AMNESTY

The purpose of a medical amnesty policy is to remove barriers and increase the likelihood that students who require emergency medical assistance because of high-risk alcohol consumption will seek and receive the medical attention they need. The Michigan medical amnesty law is designed to promote responsible decisions and protects minors from receiving a minor in possession charge if they seek medical help for themselves or another person. For more information on the medical amnesty policy, contact the office of Wellness and Community Responsibility or visit <https://www.emich.edu/responsibility/documents/amnesty.pdf?v=2020-09-03T17:02:08Z>



2.00 NON-RENEWAL OF HOUSING AGREEMENT

Students found in violation of University policies, Code of Community Responsibility or Residence Hall and Apartment Rules, at the discretion of the Director of Housing & Residence Life, or a designee, may have their housing agreement deemed nonrenewable. Living on campus is not a requirement after the first year; therefore, any student who is continually disruptive to the community may be considered for non-renewal. This includes, but is not limited to, students who commit acts of vandalism, students found responsible for multiple violations of the rules, students on probation for any violation, students who hinder the studying or sleeping of other members of the community, and students who are found to have endangered the health and safety of themselves or others.

2.10 PETS

Only fresh-water, non-flesh eating, fish are allowed in the residence halls including The Village and Brown/Munson Halls. Fish tanks cannot exceed 10 gallons. This does not apply to residents who need a service animal or emotional support animal as defined on the Disability Resource Center web page. Emotional Support Animal approval process and guidelines are handled by the Disability Resource Center (see policies section). Residents found in violation of this policy will be instructed to remove their animal and are subject to referral to the Community Responsibility process and subject to being charged for cleaning and damages related to the pet.

Residents of Cornell Courts are permitted to have up to two (2) cats for a fee. If a resident has a confirmed booking/assignment to live in Cornell Courts and indicate they will be bringing a pet cat, they will be billed an additional \$100 per semester. If they bring a pet cat and do not register the pet with HRL, they will be retroactively billed an additional \$200 per semester for the term of your contract. Cats may only be kept with the consent of all residents of an apartment. The owner of the cat(s) will be responsible for any applicable cleaning fees or damages relating to the cat(s). Both residents must confirm their agreement by filling out the applicable paperwork with HRL. The only other type of pet allowed in Cornell is non-flesh eating fish in a tank that does not exceed 10 gallons.

HRL reserves the right to immediately remove a pet from a University residence hall or apartment, when it is determined that the pet is abandoned and/or abused, and turn it over to an appropriate animal care agency.

2.20 PROHIBITED ACTIVITIES

Actions that endanger the health, safety, or welfare of a person or group are prohibited within the halls and apartments. This includes, but is not limited to:

- 1** Sports, running, riding of bicycles, rollerblading or roller skating, skateboarding or other similar behavior including hover boards within the hallways or rooms.
- 2** Gambling is not allowed (Also see EMU Code of Community Responsibility Section V.8)



- 3 EMU's Tobacco-Free Policy prohibits all smoking and use of tobacco in or on all university owned buildings and property.
- 4 Use of hookahs, vapor or electronic cigarettes and other smoking devices is not allowed. Students may possess cigarettes or electronic smoking devices for use off campus. Students may NOT possess hookahs.

Aiding or abetting another person in committing an act that violates the WCR, Guide to Campus Living Policies and Rules or State of Michigan law is prohibited. Residents and guests should make an effort to discourage another person from engaging in prohibited behavior and/or to report a violation of which one has knowledge. Guests must follow any reasonable request of EMU PD and HRL staff acting in the performance of their duties.

2.30 PROHIBITED ITEMS

These items are prohibited in Residence Halls and Apartments but not outlined in other policies:

- 1 Routers: for residents of Best, Buell, Brown, Downing, Munson, Phelps, Putnam, Sellers, Walton, Wise and the Towers (Hoyt & Pittman).
- 2 Pools of any type
- 3 Waterbeds
- 4 3D Printers
- 5 Candles, candle warmers, incense, and wax/oil melting devices
- 6 Bunsen burners, alcohol burners
- 7 Hot plates, electric woks, and other direct heat source appliances (Microwaves, toasters, and coffee pots are allowed for room use. Air fryers and similar appliances with covered heating elements and shut off timers are allowed but must be used in the common kitchen or apartment kitchens.)
- 8 Drapes, curtains, and other self-installed window treatments
- 9 Space heaters
- 10 Air conditioning units*
- 11 Hookahs
- 12 Hover boards, self-balancing scooters, battery operated scooters, hands-free Segways, and similar devices
- 13 Live trees, live/plant wreaths and/or roping

*Excluding Cornell Courts, and 601 W. Forest apartments. This does not apply to residents who have an accommodation approved by the Disability Resource Center. In this case, the unit may not be window mounted, but must be portable and self-contained (see Campus Policies section regarding AC installation).

2.40 PROPERTY INSURANCE/RENTER'S INSURANCE AND LIABILITY

The University does not assume responsibility for, or carry insurance covering the personal property of students. Although HRL places a high priority on security in our residence halls and apartments, there are a number of incidents each year involving theft or damage to personal property. The University does not provide insurance covering the loss and damage (due to water leak, fire, etc.) to residents' personal effects and will not assume responsibility for personal property losses (including items lost in the mail) in residence hall rooms or apartments. We encourage residents to make sure that their belongings are covered by either their parents' homeowner's policy or an individual insurance plan/renters insurance.

2.50 QUIET/COURTESY HOURS

(Also see [EMU Student Conduct Code Section Disruptive Conduct](#))

Courtesy hours are in effect 24 hours a day. Reasonable requests by fellow residents or staff to lower noise levels within a room, public area, or areas surrounding the buildings should be honored at all times. Regular quiet hours on campus are: Sunday-Thursday 10 PM to 10 AM and Friday-Saturday midnight-noon. During final exam week, 24-hour quiet hours take effect. Residents who interfere with the rights of others to sleep and study may face immediate suspension from the residence halls and apartments.

2.60 REMOVAL FROM CAMPUS HOUSING

Students residing on campus are required to follow all University policies and must comply with requests or instructions provided by HRL staff members or other University Officials. In the instances in which a resident's continued presence in on-campus housing jeopardizes the health, safety, welfare, or poses a significant disruption to the on-campus housing community, the Director of HRL or their designee reserves the right to remove the resident or guest from the halls or apartments on a temporary or permanent basis. The Director may also move the student to another location on a temporary or permanent basis. The student will be notified via EMU email address to check out. Should the student not move out, their locks will be changed and they will be unable to enter the residence.

2.70 ROOM AND APARTMENT MODIFICATIONS & DECORATIONS

(Also see [1.30 Care and Use of Facilities](#), [2.30 Prohibited Items](#))

Rooms and apartments may be decorated to assist in the personalization of the rooms. Students are responsible for the removal, cleanup and any damage to the university property related to their decorations.

Restrictions do apply:

- A** Prohibited Decorations – Decorations may be used but must not interfere with fire safety equipment and may not be placed in an area creating a health/safety hazard. Use of lights and other electrical decorations must be UL approved and may not interfere with the electrical circuitry of the facility. Decorations may not be hung out of windows.
- B** String lights may only be used for their intended purpose of decorative, seasonal use; not as an alternative light source or year-round use. String lights must be in working condition, not modified from the manufacturer's original design and must be UL certified and FM approved. Incandescent holiday lights are prohibited. Only LED string lights may be used. Residents are permitted to use string lights for up to 4 consecutive weeks per semester. This section is in accordance with the DPS and Environmental Health and Safety policy titled "Safety Guideline for Celebration Decorations" (EMUDPS-EHS-PO39).
- C** Room/Apartment Doors, Walls and Ceilings – Doors of student rooms or apartments may be decorated but are considered public areas. Door decorations may not damage door surfaces or create health/safety hazards. Room numbers on doors or door frames must not be covered. Residents are not allowed to tape doors, or stuff towels or sheets under doors. Doors and door closers are not to be removed. Decorations or furnishings may not obstruct or obscure the visibility of an exit door. Nothing is permitted to be hung from the ceiling, sprinkler piping or sprinkler heads.
- D** Bottles and Cans – Bottle or can collections are prohibited. Alcohol bottles, even empty, are prohibited from being used as decoration. For recycling purposes, bottles or cans may be collected but limited to 25 cans or bottles. The recyclables must not constitute a fire or safety hazard.
- E** Halogen and Upward-Facing Lamps – Any lamp requiring or utilizing a halogen or halogen-type bulb is strictly prohibited. This includes, but is not limited to, torchiere and desk lamps. Also prohibited are all types of "upward-facing" bowl lamps including multi-light floor lamps, sometimes called medusa or octopus lamps.

- F** Extension Cords and Power Strips – Extension cords are not permitted. If additional outlets are necessary, surge protected outlet adapters and power strips with circuit breakers may be used. These must be UL certified and the cord must be 6 ft. or less in length. Each power strip must be individually plugged into a wall outlet; they may not be daisy chained (plugged into another power strip). Electrical power cords may not be placed under carpets or rugs. No electrical cords can be run outdoors
- G** Based on fire and safety regulations, door decorations can only cover an 11” x 17” area of the door and only 20% of a wall can be covered (20% area excludes doors and windows).

2.80 ROOM ASSIGNMENTS AND ROOM CHANGES

In accordance with the Housing Contract, only a license is granted with respect to room accommodations, and no tenancy is created. Only the registered occupant(s) of a room are permitted to maintain residence therein. Students may not “sublet” rooms, nor may a student permit any other unauthorized occupancy of residence hall or apartment space. HRL reserves all rights with respect to the assignment and reassignment of room accommodations and may, at its sole discretion, terminate such accommodations, making an appropriate financial adjustment of the charges. Voluntary room changes must be approved by HRL Staff (CD, Assignments Staff or designee). RAs cannot approve room changes. Impeding a room change into a vacant space is prohibited. Residents in under-assigned rooms and suites need to keep the room or suite ready to accept a new roommate and may not refuse such an assignment or request. Residents may be charged the single-room rate if they continue to impede a newly assigned student from moving into their room.

Residents in suite-style rooms (Downing, Buell, and Village) may only occupy the bed space to which they are assigned. Moving to another space either within or outside the apartment or suite without written consent from the Complex Director (or designee) is considered an unauthorized room change. Engaging in an unauthorized room change is considered an improper check out, subjecting the resident to an administrative fee plus the cost of any damages and room cleaning. Additionally, the resident will have to move back to their assigned space.

2.90 SECURITY PROCEDURES

Housing & Residence Life has taken many steps to provide a safe and secure environment; however, the ultimate responsibility lies with those who live in the community. Residents and their guests will be subject to disciplinary action if they attempt to bypass the security system in the following manner: failure to respond to requests by Housing & Residence Life staff or EMU Police, propping doors, entering a secured area behind someone (“tailgating”), allowing access to someone the resident does not know, and forcing open locked doors.

- A** Students are not permitted to copy or loan to any other person any key or access card that has been issued by a university official.
- B** For security purposes, a lock change will be completed for any room door where a copy of the key was made. The resident will be billed for the cost of the lock change.
- C** Residents must identify themselves when asked by HRL staff members (including student staff) acting in the performance of their duties. The form of identification used shall be a current, valid, and intact University identification card with hall specific sticker, or another state ID or federally issued identification.
- D** For the safety and security of all residents, altering door locks in any way is prohibited. This includes but is not limited to changing locks, adding locks, and altering locking mechanisms. Any work performed on locks must be completed by the Physical Plant Staff or Operations/Property Management team.
- E** Every residence hall door opening onto a hallway or the outside is fitted with an automatic door closer. Door closers are mandated by the State Fire Marshall. Tampering with or removing a door closer is prohibited.

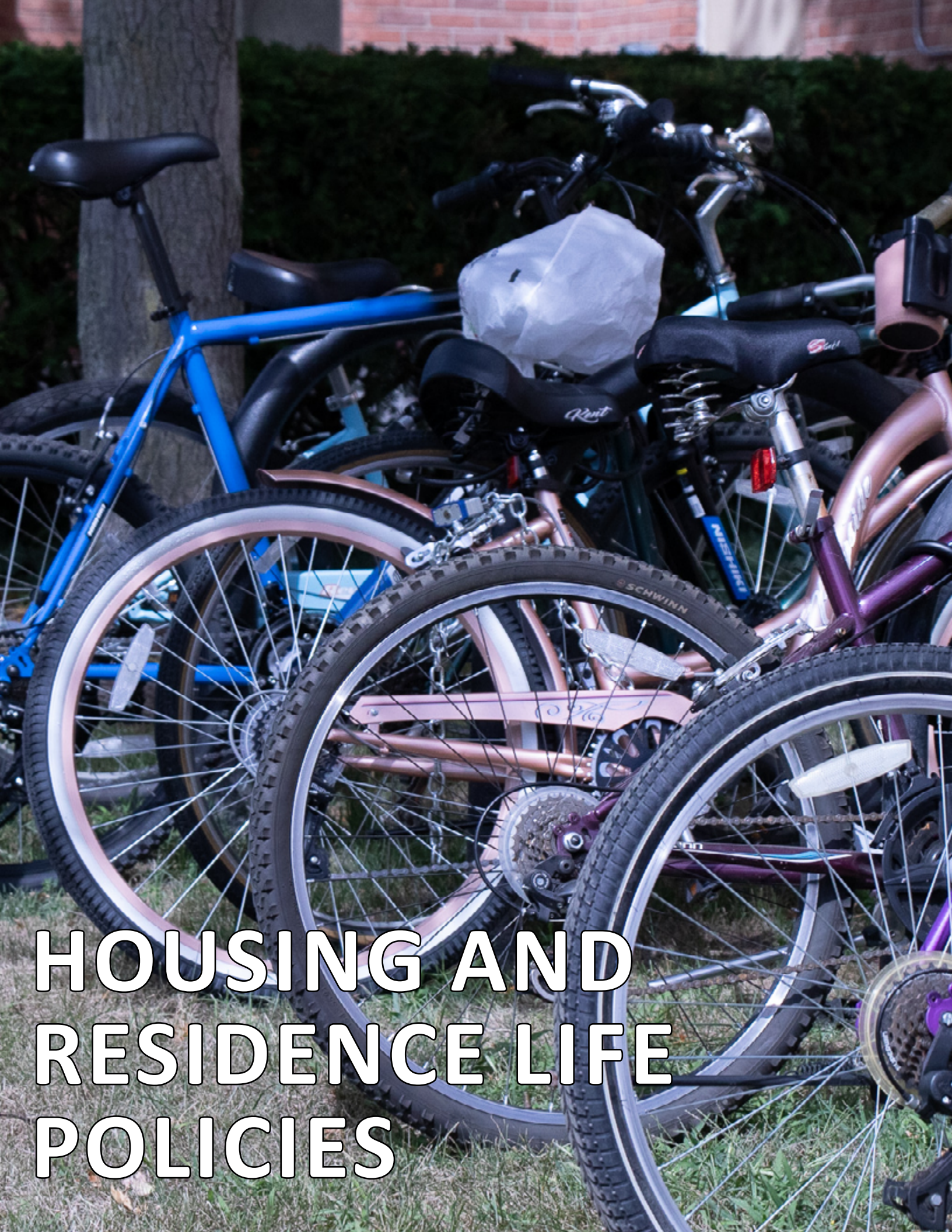
3.00 SOLICITATION AND POSTING

(Also see EMU Board Policy Manual 8.4.4. Student Organization Fundraising, Sales and Solicitation)

Any information that is to be posted in more than one residence hall must be approved by either the Director of HRL or a member of the central office staff. Only materials sponsored by a campus department or office will be approved. Any materials posted without approval or posted in an inappropriate location will be removed. Postings for events at bars and nightclubs or without student organization/departmental sponsorship will not be approved.

Solicitation in residential buildings or on the grounds is prohibited. Students may not use any rooms or apartments, or permit rooms to be used, for any commercial purpose whatsoever. Door-to-door solicitation is regarded as an invasion of privacy and is therefore prohibited. This restriction applies to both commercial and non-commercial solicitation, and to distribution or posting of written materials as well as personal contact, which includes “Dorm storming.” Tabling by a student organization or department may be approved by the CD of a building, but must not be solely for recruitment and must not interrupt traffic flow or day-to-day operations. On a limited basis, HRL will authorize door-to-door contact as it relates to specific housing issues or programs such as “House Calls;” see the Director for more information. Any non-resident found soliciting in the halls or apartments is subject to arrest for criminal trespass.





HOUSING AND RESIDENCE LIFE POLICIES

AIR CONDITIONER UNIT POLICY

Residents of Cornell and 601 West Forest may have window air conditioning units (AC). Residents must purchase the appropriate unit themselves but it must be installed by HRL maintenance staff. There is a registration and approval process for your AC unit. Please see the HRL website (Cornell page) for the form. <https://www.emich.edu/residencelife/upperclass/cornell.php>

See the Apartments Staff if you have questions. To maintain a safe environment, a few specific regulations must be followed.

- 1** One installation and one removal will be performed free of charge. Any further services regarding the unit (including installation, removal, and repair) will be done at the expense of the resident who owns the unit.
- 2** Residents are encouraged to confirm their apartment location, window measurements, and BTU restrictions below before purchasing an air conditioning unit.
- 3** 601 West Forest residents may have units installed only in approved locations.
- 4** Apartments are only permitted one air conditioner per unit.
- 5** Cornell Courts residents must use the small window under the living room picture window and/or the kitchen window. Residents in Cornell Courts are responsible for keeping the walkways/sidewalks in front of their apartments clear of moss/mold that forms as a result of their air conditioner usage. Only window units are allowed.
- 6** Residents are encouraged to winterize their AC unit by covering it with plastic or AC unit covers available at a hardware store.
- 7** Please consult the Disability Resources Center for approval of an AC unit due to a medical condition in other on-campus locations.

Air conditioning units may not exceed 10,000 BTUs.

If an AC unit is removed for storage, it should be stored in the apartment and/or in your storage unit where applicable. Areas such as walkways, balconies, and/or laundry room common areas are not approved locations for storing AC units. Units should be plugged directly into the wall sockets or in a surge protector with no other electrical devices plugged into them.

BED BUG PROTOCOL

Bed bug infestations are serious situations that are easily spread from room to room, vehicles, classrooms, and homes. Eastern Michigan University provides aggressive treatment when alerted to the potential of bed bugs in an apartment or room. All residents affected are required to follow prescribed preparation checklists and minimize risk of re-infestation. In the event of a bedbug infestation during the term of the resident's contract, EMU will undertake eradication to the apartment or room, including the appliances and fixtures. The resident shall be solely responsible for all bed bug eradication with respect to their personal property. Failure by the resident to comply with preparation instructions or a re-infestation of a room by resident or guest will result in conduct charges and billing for cost of eradication services.

Housing & Residence Life highly discourages bringing furniture of unknown origins or furniture which has been out of the possession of the resident. Secondhand furniture can be a contributor to bed bug infestation. If bed bugs are suspected or discovered, please contact the HRL staff immediately. Students will be given an Instruction Sheet that must be adhered to for proper eradication.

BICYCLES

Each complex has bicycle racks for securing bicycles. We recommend you use a high quality U-style lock through the frame and wheel to make theft as difficult as possible. Bicycles (non-motorized) may be brought into your living space, but cannot be left on balconies or stairwells for any period of time; they are considered a safety hazard in these locations.

Bicycles that are improperly stored or chained to something other than a bicycle rack (such as a tree or post) may be removed and put into 30-day storage. In the event that bicycles are abandoned, they may be removed during periodic maintenance of the bicycle racks. Bicycles removed by the University will be held for 30 days and disposed of if not claimed. HRL is not responsible for lost, damaged, or stolen bicycles.

At the end of the academic year (in early May), bikes that are found on campus and not registered, are assumed to be abandoned and will be removed from bike racks or other areas.

BIKE REGISTRATION

You are encouraged to register your bike on-campus. The EMU Police Department registers bicycles through Bike Guard. When bicycles are registered, they are assigned a unique ID number for identification. When a registered bicycle is found or recovered by law enforcement, officers are able to identify and match the bicycle to the owner by using the registered bicycle tags and/or serial numbers. Registering is free and easy:

- 1 Bring your bike to the station anytime and an officer can assist you. You can also contact the Community Relations Officer at 734.487.0987 or cgeyer@emich.edu or see your Area Police Officer and schedule a time that works for you.
- 2 Complete the registration form and an Officer will affix the bicycle tags and record pertinent bicycle information.
- 3 The Officer will enter the bicycle information in to the BikeGuard database.

If you have questions, please contact the Community Relations Officer at 734.487.0987, cgeyer@emich.edu, or go online at <https://www.myassettag.com/bike/>

CHILDREN'S TOYS - APARTMENTS

Large toys should be stored under the staircases in Cornell Courts and not be chained to balconies and guardrails. Westview residents may store items directly outside their apartment. In all complexes, the items stored outdoors should be labeled with both the resident's last name and apartment number. Items must not impede accessibility to the apartment or passage around the building. Housing & Residence Life is not responsible for lost, damaged, or stolen toys.

DISABILITY RESOURCE CENTER

Housing & Residence Life collaborates with the Disability Resource Center (DRC) to coordinate housing accommodations for students with disabilities that impact one's living situation. Prior to completing a housing application, students must schedule an appointment with a DRC Case Manager about the need for housing accommodations. Students must schedule an in-person or over the phone appointment with a DRC Case Manager to initiate the accommodation process. Please contact the DRC at 734.487.2470, 246 Student Center or email drc@emich.edu. Please note the housing accommodation process can take up to 5 business days once the DRC receives all necessary information and/or documentation.

Requests for on-campus housing accommodations should be made with the DRC as soon as possible. Students are encouraged to complete the Housing Accommodations Request Form prior to scheduling an appointment with the DRC (available at www.emich.edu/drc). The DRC Case Manager will meet with the student, review appropriate documentation, and collaborate with Housing & Residence Life regarding approved accommodations. If a student

is assigned a room through the typical housing application process before notifying the DRC of their request for housing accommodations, it will lead to a delay in the implementation of appropriate accommodations. Requests for Emotional Support Animals should be made to the DRC directly, as separate forms are required in these cases.

Reasonable and appropriate housing accommodations depend upon the students documented disability, the housing environment and the steps necessary to create equal access for one's living situation. Requested accommodations will not be granted if it is deemed unreasonable, if alternative accommodations are available, and/or if the student has already received desired placement through normal assignment processes. Please be advised that single rooms are reserved for individuals with specific living needs and for whom living with a roommate is not viable.

The DRC and Housing & Residence Life are committed to providing an inclusive and accessible campus environment and welcome the chance to coordinate accommodations with students as appropriate.

SERVICE ANIMALS POLICY

Students who are bringing service animals to campus do not need to contact the Disability Resource Center (DRC) or Housing & Residence Life, but it is highly recommended to ease everyone's transition.

Under the ADA, a service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the animal must be directly related to the person's disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Contact the Housing and Residence Life office for consultation.

EMOTIONAL SUPPORT ANIMALS (ESA)

EMU defines an Emotional Support Animal ("ESA") as an animal, which is not a Service Animal, that provides emotional support or alleviates one or more identified disability-related symptom or effect for an individual with a disability.

RESIDENT STUDENTS AND ESAs

A student who lives in EMU housing and who wishes to use an ESA while living there is required to follow EMU's Emotional Support Animals Residential Policy, which is available here: <https://www.emich.edu/drc/documents/emotional-support-animal-policy.pdf>

Determinations regarding whether a student will be permitted to use an ESA in EMU housing will be based on the necessity of providing accommodation(s) for individuals to enjoy equal access to EMU housing and the reasonableness of the presence of the ESA in EMU housing. Such determinations will be made on a case-by-case basis.

EMU TOBACCO FREE

Eastern Michigan University is committed to the health and well-being of its students, employees and campus visitors. In an effort to achieve a healthy learning, living, and work environment for every student, employee and visitor, smoking and the use of tobacco are prohibited in or on all university owned, operated or leased buildings, facilities, and grounds, including vehicles. The grounds of the EMU campus will be tobacco free, as will the grounds of any off-campus facilities owned or leased in total by the university. The ban includes any sidewalk that cuts through the campus or between buildings, and extends up to the perimeter sidewalks of the EMU campus.

Tobacco is defined as all tobacco-derived or containing products, including but not limited to; cigarettes (e.g., bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

For more information on EMU's Tobacco Free policy visit: <https://www.emich.edu/tobaccofree/policy/index.php>

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29

241/124

30

FIRST DAY OF SCHOOL!

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August

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| 27 | 28 | 29 | 30 | |

IMPORTANT DATES

2022 FALL SEMESTER

FALL OPENING 2022

SCHEDULED OPENING:

August 25-28

FIRST DAY OF CLASS:

Monday, August 29, 2022

THANKSGIVING RECESS 2022

Halls do not close but there will be limited services including no dining during break. Students must still register for break.

November 23-27

FALL CLOSING 2022

FINAL EXAMS:

December 12-17

HALLS AND APARTMENTS CLOSE:

Saturday, December 17, 12 PM

COMMENCEMENT:

December 17

2023 WINTER SEMESTER

WINTER OPENING 20223

HALLS & APARTMENTS OPEN:

Sunday, January 8, 12 PM

Check in for new residential students starts at 9 AM

FIRST DAY OF CLASS:

Monday, January 9

MARTIN LUTHER KING DAY

January 16

No classes, Campus-wide Celebration

SPRING BREAK 2023

Halls close: February 25, 12 PM

Halls reopen: March 5, 9 AM

WINTER CLOSING 2023

FINAL EXAMS:

April 24-28

HALLS AND APARTMENTS CLOSE:

Sunday, April 30, 12 PM

COMMENCEMENT:

April 30

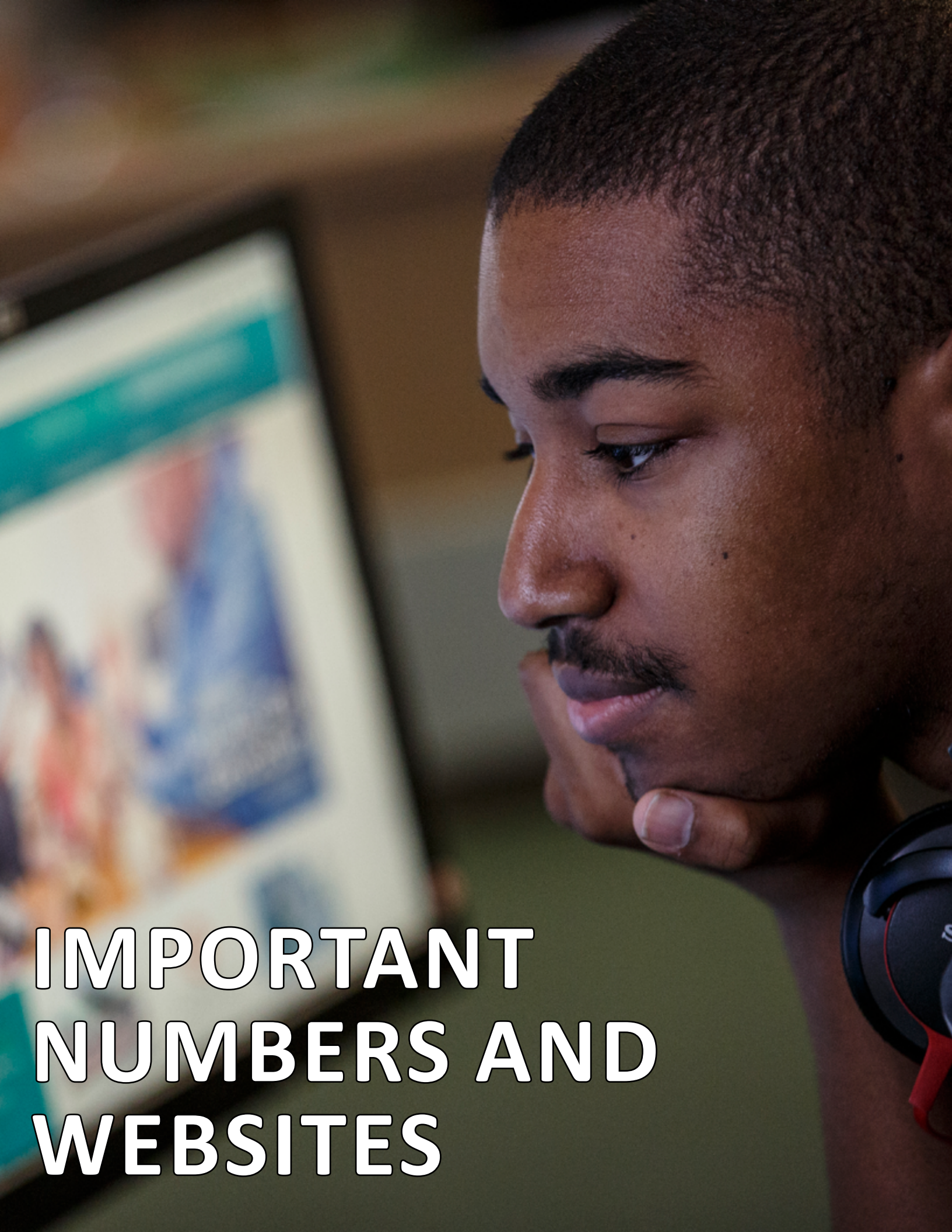
RESIDENCE HALLS AND APARTMENTS THAT ARE OPEN DURING ALL BREAKS:

Brown, Buell, Cornell, Hoyt, Munson, Pittman, Village, and 601 West Forest.

RESIDENCE HALLS THAT ARE CLOSED DURING BREAKS:

Best, Downing, Phelps, Sellers, and Wise.

Note: Students must vacate 24 hours after their last final on the last day of the fall semester if they cancel their contract for the winter semester.



**IMPORTANT
NUMBERS AND
WEBSITES**

| SERVICE | WEBSITE | LOCATION | PHONE |
|---|--|------------------------------------|--------------|
| EMU Housing & Residence Life | www.emich.edu/residencelife/ | Lower Level, Dining Commons | 734.487.1300 |
| EMU Dining Services | www.dineoncampus.com/emu/ | | 734.487.0418 |
| EMU HRL Maintenance & Housekeeping Office | | Buell Lower Level | TBA |
| Emergency Numbers - | | Campus Landline | 911 |
| Department of Public Safety | www.emich.edu/police/ | Cell or Off-Campus | 734.487.1222 |
| Front Desks | | Best Hall Lobby | 734.487.1085 |
| | | Buell | 734.487.1087 |
| | | Hoyt Hall Lobby | 734.487.4109 |
| | | Phelps/Sellers Lobby | 734.487.1092 |
| | | Pittman Hall Lobby | 734.487.1096 |
| | | Village Community Building | 734.487.9861 |
| | | Wise Hall | 734.487.1097 |
| Apartments Office <i>(serves Brown, Munson, Cornell, Westview, and 601 West Forest)</i> | | Brown Hall, Room 113 | 734.487.4946 |
| Counseling and Psychological Services (CAPS) | www.emich.edu/caps | Wellness Center, Huron River Drive | 734.487.1118 |
| Disability Resource Center (DRC) | www.emich.edu/drc | 246 Student Center | 734.487.2470 |
| Holman Success Center | www.emich.edu/hsc | G04 Halle Library | 734.487.2133 |
| Office for International Students & Scholars | www.emich.edu/oiss | 240 Student Center | 734.487.3116 |
| IT Help Desk | www.emich.edu/it | 106 Halle Library | 734.487.2120 |
| Parking Department | www.parkemu.com | 1200 Oakwood | 734.217.4892 |
| Office of Wellness & Community Responsibility | www.emich.edu/responsibility | 250 Student Center | 734.487.2157 |
| Title IX Coordinator* | www.emich.edu/title-nine/ | 100B Boone | 734.487.9126 |
| UIHA Urgent Care at EMU | www.emich.edu/uhs | 1065 N. Huron River Dr. | 734.896.4110 |
| Office of the Ombuds | www.emich.edu/ombuds | 248 Student Center | 734.487.0074 |

* Provides service to any student, faculty or staff member with concerns of sexual discrimination or misconduct.

APPENDIX

HOUSING AND DINING SERVICE CONTRACT

ROOMMATE AGREEMENT

ROOMMATE CONFLICT FLOWCHART

ROOM CONDITION SHEETS

MAINTENANCE COST LIST

HOUSING AND DINING SERVICE CONTRACT

EASTERN MICHIGAN UNIVERSITY Housing and Dining Service Contract Academic Year 2022-2023

SUBMISSION OF CONTRACT

By signing or electronically signing this contract, the RESIDENT is entering into a legally binding contract with the University that encompasses the full academic year, Fall and Winter Semester, and the RESIDENT guarantees that they have the necessary financial resources to cover all of tuition, room, and meal plan costs for both the fall and winter semesters. As long as the RESIDENT is an enrolled EMU student, they are obligated to fulfil this contract regardless of online class status, COVID pandemic, or other unforeseen circumstances.

DATES AND BREAKS

The contract period is for the duration of the 2021- 2022 academic year (Fall 2021 and Winter 2022 semesters), in alignment with the academic calendar.

Move-in dates are determined annually prior to the start of classes for the academic term. Contract start and end dates equal the official move in/move out dates set by Housing.

Students living in closed halls are not permitted to remain in their assigned spaces during the semester break between fall and winter semesters and Winter Recess (late February), and must find alternative accommodations. Closed halls shut-down at noon the day after final exams end and reopen one day before classes start.

Students living in open halls are permitted to remain in their assigned spaces during the semester break and spring recess, provided they have successfully signed up for break housing prior to the posted deadline.

TERMS & CONDITIONS

This is the Housing and Dining Service contract. All students living on campus are responsible for the terms and conditions of the contract including the financial obligations presented.

Once you agree to the contract terms you may proceed with the application process.

This contract outlines the terms and conditions upon which room and board (meal plan) in Eastern Michigan University residence halls and apartments is contracted with a student (called RESIDENT) by the University's Board of Regents, being the constitutional and statutory board of control of Eastern Michigan University (called UNIVERSITY).

PREPAYMENT & RATES

A non-refundable prepayment is required to submit a housing application.

The UNIVERSITY reserves the right to change room and meal plan rates if such change is necessary.

CANCELLATION PRIOR TO CONTRACT START DATE

RESIDENT may cancel the contract prior to the contract start date by requesting a cancellation, in writing only, to the Housing and Residence Life main email account (housing@emich.edu).

Written cancellation must be sent via the student's EMU email account to housing@emich.edu.

Cancellation of the contract, regardless of the reason, will result in a forfeiture of the entire prepayment amount.

AFTER CONTRACT START DATE OR MOVE-IN

As of the contract start date, or date of occupancy, whichever is earliest, RESIDENT is legally responsible for the contract and its financial obligations.

As of September 15, students who have NOT moved in and have not canceled will automatically be released, removed from their assigned space, and will forfeit the entire prepayment amount.

CONTRACT RELEASE

If the RESIDENT will no longer be an enrolled student, the RESIDENT must apply for a contract release with the Housing and Residence Life office. Releases are granted for the following reasons only: withdrawal from EMU, transfer to another school, student teaching, graduation, study abroad, part-time status (6 hours or less).

The contract will NOT be terminated for an enrolled RESIDENT to move off campus, fraternity/sorority house, or to commute from home during the period of this contract. The contract will not be terminated if the RESIDENT'S classes are fully online.

If an enrolled RESIDENT chooses to move out of the residence hall/apartment without obtaining an approved contract release from the Housing and Residence Life office, the RESIDENT continues to be financially responsible for all room and meal plan charges for the remainder of the academic year.

If a RESIDENT obtains a contract release, the contract will, subject to the terms of the contract release, terminate and the RESIDENT will no longer be entitled to any services provided for including the meal plan.

If a RESIDENT is given a contract release due to do withdrawal from university or classes but later reenrolls for any semester covered under this contract, the RESIDENT will be rebilled for room and meal plan charges for the remainder of the contract period.

If a RESIDENT is approved for a contract release, Housing will update housing and dining charges once the RESIDENT fully moves out, keys are returned, and the in-hall staff verifies the RESIDENT has completed a full move out. Changes will not be sent to the student account until all items have been completed.

CONTRACT RELEASE REFUND SCHEDULE

If RESIDENT is approved for a contract release during the Fall semester, housing charges will be refunded based on the following refund schedule:

- Move-in Date through September 15: RESIDENT will be refunded based on the number of days of occupancy. RESIDENT must formally move out by September 15 to be eligible for proration.
- September 16 through September 30: RESIDENT will be refunded 75% of total semester housing charges. RESIDENT must formally move out by September 30 to be eligible.
- October 1 through October 15: RESIDENT will be refunded 50% of total semester housing charges. RESIDENT must formally move out by October 15 to be eligible.
- October 16 through October 31: RESIDENT will be refunded 25% of total semester housing charges. RESIDENT must formally move out by October 31 to be eligible.
- November 1 through remainder of semester: RESIDENT will NOT receive any refund for any housing charges.

If RESIDENT is approved for a contract release during the Winter semester, housing charges will be refunded based



on the following refund schedule:

- January 1 through January 15: RESIDENT will be refunded based on the number of days of occupancy. RESIDENT must formally move out by January 15 to be eligible for proration.
- January 16 through January 31: RESIDENT will be refunded 75% of total semester housing charges. RESIDENT must formally move out by January 31 to be eligible.
- February 1 through February 15: RESIDENT will be refunded 50% of total semester housing charges. RESIDENT must formally move out by February 15 to be eligible.
- February 16 through February 28: RESIDENT will be refunded 25% of total semester housing charges. RESIDENT must formally move out by February 28 to be eligible.
- March 1 through remainder of semester: RESIDENT will NOT receive any refund for any housing charges.

If a RESIDENT is approved for a contract release, swipe meal plan charges will be pro-rated based on the date the RESIDENT completes a formal move-out and returns keys. Flex meal plans will be pro-rated based on how many flex dollars have been used by the RESIDENT.

The UNIVERSITY reserves the right to terminate this contract and take possession of an assigned space for violation of either this contract or of UNIVERSITY policies or regulations. No refunds are given if the UNIVERSITY dismisses or suspends a RESIDENT for discipline issues. A RESIDENT dismissed for behavior or conduct violations will continue to be responsible for the room and meal plan charges for the duration of the academic year.

REGISTRATION REQUIREMENTS

The UNIVERSITY requires that RESIDENT be enrolled and remain enrolled in at least seven (7) credit hours for undergraduate students or six (6) credit hours for graduate students for the duration of each semester. The UNIVERSITY reserves the right to terminate the contract for any RESIDENT that falls below the required credit hour minimum.

RESIDENTS must meet the minimum credit hours prior to moving in for the fall semester. RESIDENTS must meet the minimum credit hours in order to return to campus housing in the winter semester.

RESIDENTS returning for the Winter semester must be in good financial standing and be registered for winter classes no later than December 15. RESIDENTS who do not meet this requirement must formally move-out prior to the end of the semester. Failure to resolve registration issues prior to the end of the semester will result in revocation of card access and lock changes of the assigned space at the RESIDENT’S expense. RESIDENTS in this situation should reach out to Housing & Residence Life early on for assistance.

CONDITIONS OF ASSIGNMENT

Submission of this contract does NOT guarantee accommodation in the residence halls/apartments if the contract and prepayment are received after room capacity has been reached.

The UNIVERSITY reserves the right, when necessary, to convert an assigned single room to a double room in order to provide space when demand is above anticipated numbers.

The UNIVERSITY has the right to reassign a confirmed room/apartment if RESIDENT has not yet moved in after seven days of the official move-in date.

The RESIDENT agrees, should a vacancy occur in a double room assignment at any time throughout the contract period, they will only occupy one side of the double space and cannot use more than their allotted furniture. The open double space and all furniture associated with the double space must remain unused by the RESIDENT at all times.

The UNIVERSITY reserves the right to assign students to open spaces in under-filled rooms and suites at any time. Notice may or may not be given to the current resident(s) and is dependent on the situation.

Should a vacancy occur in a one side of a single room suite at any time throughout the contact period, regardless of the reason, the RESIDENT agrees to accept a suitemate.

This agreement is for a space within the campus housing system and is not for a particular type or size of room, building, or area. The UNIVERSITY reserves the right to reassign or remove a resident from university housing for reasons of consolidation, health, safety, welfare, failure to remain actively enrolled, or if the student poses a significant disruption to the on-campus housing community. This may be done on a temporary or permanent basis.

The UNIVERSITY will consolidate students into spaces starting July 1 and will continue to do so through the end of August. Consolidation means students being reassigned into spaces in order to fill suites. RESIDENTS will be consolidated and reassigned within the same building and room type. RESIDENTS in VERIFIED roommate groups will be consolidated together. All other students will be consolidated at random.

CARE OF FACILITIES

The RESIDENT will keep the premises and public areas clean and free from dirt, garbage, and trash and is responsible for the cleaning charges, repair and replacement of any item damaged because of the acts of the RESIDENT or the RESIDENT's guest. Any necessary repairs or replacements will be made by the UNIVERSITY and be paid for by the RESIDENT or, in the case of public area damage, by the RESIDENTS of the involved floor, room, or apartment.

The RESIDENT will report any maintenance, cleaning, or pest issues immediately to housing and residence life staff or through the work order process. Damage or repairs related to ongoing concerns not reported may be billed to the RESIDENT.

GENERAL CONDITIONS

No RESIDENT is permitted to transfer his or her assignment to another person. No unauthorized persons are permitted to reside in the room/apartment. Only those assigned to a room or apartment by Housing and Residence Life are considered authorized.

No RESIDENT or guest of any RESIDENT may use RESIDENT's assigned room/apartment or any public area of the residence hall, to offer any goods or services for sale.

The UNIVERSITY reserves the right to enter and inspect rooms/apartments for pest control, health, maintenance, and security reasons, or to remove UNIVERSITY property, and reassign rooms as necessary. RESIDENT agrees to follow directives that support these functions.

The UNIVERSITY is not responsible for the loss of or damage to any personal property of the RESIDENT or their guests. RESIDENT is strongly encouraged to purchase appropriate renter's insurance for their personal property if the family's household policy does not cover the property while it is located at the University.

It is considered a violation of the contract to move from an assigned room/apartment to another room/apartment without the approval of the Housing and Residence Life office.

Not properly checking out of the residence hall/apartment and/or not returning the keys upon check-out will result in an improper checkout fee as well as charges for a lock change and key replacement.

The UNIVERSITY reserves the right, when necessary, to remove a RESIDENT's personal items from the room/apartment and store them for 30 days which will result in additional storage fees as applicable. At the end of 30 days any unclaimed personal items will be discarded and RESIDENT will not be entitled to compensation for the value of these items.



The UNIVERSITY reserves the right to not renew a RESIDENT's contract for the following year based on continued disruption to the community or multiple violations to the Code of Community Responsibility or Housing and Residence Life Rules and Policies.

The UNIVERSITY does not discriminate on the basis of race, color, religion, sexual orientation, disability, or ethnic background in the assignment of residence hall/apartment space.

RESIDENTS requesting disability-related accommodations with respect to housing and/or dining must register with the Disability Resource Center and submit supporting documentation to determine eligibility.

The times set forth for performance of this agreement are subject to change due to extreme weather, epidemics, pandemics, strikes, lockout, other labor disputes and disorders, or other issues which may affect the health or safety of students or affect the educational function of the institution. The UNIVERSITY reserves the right to offer these room and meal plan services at different dates and times provided that when services are offered, the dates will be in conformity with the purpose for which the RESIDENT entered into the agreement.

BEHAVIOR AND CONDUCT

The RESIDENT agrees to read and observe all published rules and policies found in the Guide to Campus Living, including Residence Hall and Apartment Rules.

The Guide to Campus Living is available to students at all times via our website. The Guide to Campus Living link is also emailed to all residential students prior to move-in.

Violation of these rules or expectations set forth in the Guide are considered a violation of this contract and may result in termination of this contract. This includes policies and rules on smoke free campus, alcohol and drugs including cannabis, weapons, animals on campus, air conditioning units, and prohibited items.

The RESIDENT also agrees to follow all other applicable laws, rules, and regulations including those set forth by Eastern Michigan University, EMU Code of Community Responsibility, and the laws of the United States and Michigan.

Violation of these laws, rules, or expectations are considered a violation of this contract and may result in the termination of this contract.

MEAL PLANS

A meal plan is REQUIRED for all students living in the residence halls. Meal plans are optional for students living in University Apartments and the Village (excludes freshmen athletes).

Exceptions to the meal plan requirement can only be approved by the Disability Resource Center.

To change a meal plan RESIDENT can e-mail a request to housing@emich.edu.

No changes to the meal plan will be accepted after September 15 for the Fall semester or January 15 for the Winter semester.

Refunds are not given for missed or unused meals or flex dollars.

ROOMMATE AGREEMENT SAMPLE SHEET

This roommate agreement will help you and your roommate(s) begin the process of discussing issues that could become a source of conflict. *Roommates need to complete form together.*

Hall: _____ Room #: _____ Date: _____

Resident 1: _____ Resident 2: _____

PERSONAL PROPERTY

Circle either **YES** we can share, **NO** prefer not to share, or **ASK** for permission first before using.

| RESIDENT 1 | | | | RESIDENT 2 | | | |
|-----------------------|-----|----|-----|-----------------------|-----|----|-----|
| Food/Drink | YES | NO | ASK | Food/Drink | YES | NO | ASK |
| Movies/DVDs | YES | NO | ASK | Movies/DVDs | YES | NO | ASK |
| Games/Systems | YES | NO | ASK | Games/Systems | YES | NO | ASK |
| Clothes | YES | NO | ASK | Clothes | YES | NO | ASK |
| Pick Up Personal Mail | YES | NO | ASK | Pick Up Personal Mail | YES | NO | ASK |
| Sound Systems | YES | NO | ASK | Sound Systems | YES | NO | ASK |
| Computer | YES | NO | ASK | Computer | YES | NO | ASK |
| Sports Equipment | YES | NO | ASK | Sports Equipment | YES | NO | ASK |
| TV/DVD Player, etc. | YES | NO | ASK | TV/DVD Player, etc. | YES | NO | ASK |
| Printer | YES | NO | ASK | Printer | YES | NO | ASK |
| Appliances | YES | NO | ASK | Appliances | YES | NO | ASK |
| Furniture/Bed | YES | NO | ASK | Furniture/Bed | YES | NO | ASK |

ADDITIONAL NOTES:

CLEANING

Please select only one. Residents must follow all CDC and university guidelines as they relate to the following:

ROOM CLEANING

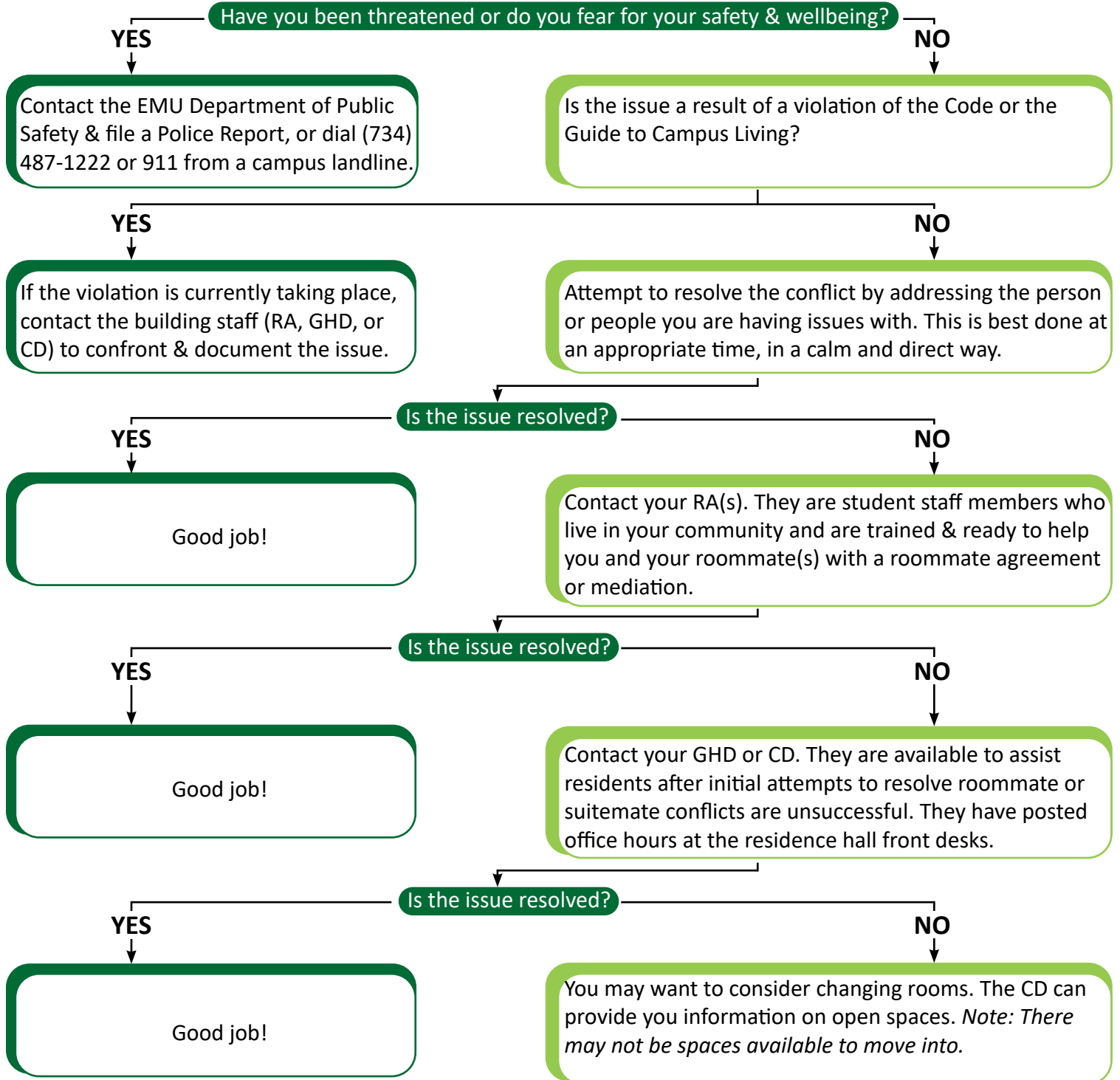
- We will clean our own messes
- We will share the cleaning of the entire room
- We will alternate the cleaning of the entire room

SCHEDULE / ADDITIONAL NOTES:



ROOMMATE CONFLICT FLOW CHART

As part of the educational environment outside of the classroom experience of attending college, we encourage our residents to attempt to resolve conflicts with each other in an appropriate manner. Many times roommate or suitemate issues are a product of misunderstanding and a polite and direct conversation between two adults can resolve the issue while building conflict resolution and mediation skills that can be employed in future home and work life. Instances of the positions Resident Advisor, Graduate Hall Director, and Complex Director are written as RA, GHD, and CD respectively.



University Housing Staff handling roommate or suitemate conflicts are limited to enforcing the Student Conduct Code and Guide to Campus Living. They will attempt to resolve other issues through roommate agreements and/or mediation which requires the cooperation of the residents involved.

ROOM CONDITION SHEET

Room Condition Sheets (RCSs) are used to create a record of the condition or quality of the major components of a residence hall room when a resident checks in and checks out of their assigned space. Housing and Residence Life assesses damage charges based on differences between the check in condition of an item and its check out condition. It is the responsibility of each resident to complete RCSs thoroughly and accurately. RCS forms are specifically designed for each hall or apartment community.

CONDITION GUIDELINES

HRL uses the following rubric when assessing the condition of an object. If residents have concerns about the condition of anything in their room they can speak with their Resident Advisor or Graduate Hall Director. Below is the meaning of the conditions ("E", "G", "F", and "P") residents may see on their condition sheets.

| CONDITION | DESCRIPTION |
|-----------------|---|
| "E" - Excellent | No damage, item is like new |
| "G" - Good | Minor scuffs, marks, or discoloration |
| "F" - Fair | Moderate scuffs, marks, discoloration, or damage |
| "P" - Poor | Significant scuffs, marks, discoloration, or damage |

AN EXAMPLE OF A RCS

Eastern Michigan University
The Village
Room Condition Sheet

Resident: Swoop Z Eagle

Bldg: A B C D E F Room Number: 101A

ANY RATING BELOW "GOOD" MUST BE ACCOMPANIED BY DESCRIPTIVE REMARKS.
Pictures must be taken for any billings of \$100 or more.

* Condition Change

| Item | Qty | Cond | Check-In Remarks | | | | Cond | Check-Out Remarks | | *CC | |
|-------------------|-----|------|------------------|---|---|---|--------------|-------------------|---------------------------------|--------|--------------|
| BEDROOM & HALLWAY | | | A | B | C | D | (Circle one) | SINGLE | or | DOUBLE | (Circle one) |
| Bedroom doors | N/A | E | | | | | | | | | |
| Bed frames | 2 | E | | | | | | | | | |
| Mattresses | 2 | E | | | | | | | | | X |
| Walls | N/A | G | | | | | | F | Moderate scuffs to hallway wall | | X |
| Ceiling | N/A | E | | | | | | | | | |
| Floors, carpet | N/A | G | | | | | | | | | |
| Windows | N/A | G | | | | | | | | | |
| Screens | 1 | G | | | | | | P | Large tears in screen | | X |
| Blinds | 1 | G | | | | | | | | | |
| Air/heating vents | 1 | E | | | | | | | | | |

MAINTENANCE COST LIST 2022-2023

Residents submitting false work orders will be charged and referred to the Conduct Office. Residents are responsible for repair charges if they caused the damage.

LOST KEY CHARGES

| COMMON CHARGES | PRICE |
|--|---------------------------------|
| After hours lock change (minimum varies) | \$175-250 |
| Mailbox (all locations) | \$35 |
| Bent/Broken Keys (if resident responsible) | \$25 |
| Residence Hall Door Access Card | \$10 per use/ \$25 lost card |
| Bathroom Key (Wise Hall) | \$25 |
| Laundry Room | \$25 |
| Electronic Door Opener (ADA units) | \$35 |
| OH Key | \$25 |
| BROWN AND MUNSON | PRICE |
| Apartment | \$60 |
| CORNELL COURTS | PRICE |
| Apartment | \$60 |
| WEST FOREST RENTAL PROPERTIES | PRICE |
| Apartment | \$60 |
| Combination Lock Reset | \$150 |
| RESIDENCE HALLS | PRICE |
| Room | \$60 |
| Suite Key - Village | \$90 |
| Village Room & Suite Keys | \$150 |

GENERAL

| OCCURRENCE | PRICE PER OCCURRENCE |
|-----------------------------------|----------------------|
| Cat Fee | \$100/semester |
| Exterminating Fee | \$125 |
| Infestations | \$250 |
| Trash Removal Fee (avg-sized bag) | \$10-20 |
| Storage Fee | Varies with size |
| Non-lease Fee | \$100/month |
| Comcast Equipment | Replacement cost |
| Lockout Fee | \$20 |
| Animal Waste Clean Up | Varies |
| Over-loading Washer/Dryer | Varies |

REPAIRS AND REPLACEMENTS

| SERVICE | PRICE PER HOUR |
|------------------------|----------------|
| Mechanic (general) | \$40 |
| Carpenter, Electrician | \$64 |
| Plumber, Mason | \$64 |
| Painter | \$64 |
| Maintenance Tech | \$64 |
| Cleaning Company | \$40 |

REPAIRS AND REPLACEMENTS CONT.

| SERVICE | PRICE |
|----------------------------------|------------------------|
| Walls (Crayon, Marker, Patching) | \$60 + \$40/extra hour |
| Door (Repair) | \$55-350 |
| Door (Replace) | \$700 |
| Carpet Replacement | Varies |
| Hardwood Replacement | Varies |
| Tile Replacement | Varies |

FURNITURE

Fee will be based on condition of item rated at move-in

OTHER REPAIRS

Cost of materials and labor

EXCESSIVE CLEANING

| GENERAL SERVICES | PRICE |
|----------------------------|-----------|
| Sweep/Mop | \$15 |
| Vacuum Carpet | \$15 |
| Wash Walls | \$30/hour |
| Wash Doors | \$15 |
| KITCHEN SERVICES | PRICE |
| Cupboards** | \$30 |
| Countertops** | \$15 |
| Sink** | \$15 |
| Fan* | \$35 |
| Refrigerator (Interior)*** | \$15 |
| Refrigerator (Exterior)*** | \$15 |
| Range** | \$30 |
| Range (Top/Burners) | \$15 |
| Range (Oven) | \$15 |
| Range (Broiler) | \$15 |
| BATHROOM SERVICES | PRICE |
| Wash Tiled Wall*** | \$15 |
| Fan/Vent* | \$15 |
| Sink*** | \$15 |
| Tub*** | \$15 |
| Toilet*** | \$15 |
| Cabinet*** | \$15 |

*These items will be degreased when cleaned.

**These items will be degreased and polished when cleaned.

***These items will be disinfected and polished when cleaned.

MAINTENANCE COST LIST 2022-2023

EXCESSIVE CLEANING CONT.

| BEDROOM SERVICE | PRICE |
|--------------------|------------------------------|
| Steam Clean Carpet | \$45/room or \$185/apartment |

| FURNITURE SERVICES | PRICE |
|--------------------------------------|-----------|
| Mattress (Vacuum) | \$15 |
| Mattress (Replace) | \$148 |
| Sofa (Vacuum) | \$15 |
| Sofa (Vacuum + Shampoo) | \$80 |
| Clean, Polish, Shampoo All Furniture | \$30/hour |

| MISCELLANEOUS SERVICES | PRICE |
|------------------------|------------------|
| Wash Window Track | \$15 |
| Sand/Finish Wood Floor | Varies |
| Pet Damages | Replacement Cost |

FURNITURE

| BED PARTS AND SERVICES | PRICE |
|------------------------|-----------|
| Bed Ends | \$50 |
| Loft Ends (Downing) | \$125 |
| Loft Ladders (Downing) | \$110 |
| Springs | \$90 each |

| | |
|--------------------------------------|-------|
| Bed Pins (4) | \$5 |
| Bed Assembly | \$75 |
| Mattress (Twin) | \$160 |
| Mattress (Full) | \$290 |
| Removal of assembled non-EMU Lofts | \$100 |
| Removal of unassembled non-EMU Lofts | \$50 |
| Ladders | \$95 |

| CHAIR PARTS AND SERVICES | PRICE |
|--------------------------|---------------|
| Easy Style | \$175 |
| Desk Chair | \$185 |
| Reupholster | \$100/section |

| DRAWER PARTS AND SERVICES | PRICE |
|---|-----------|
| Complete Chest of Drawers (Replacement) | \$400 |
| Top Replacement | \$80 |
| Drawer Replacement | \$80 each |
| Finish | \$75 |

| | |
|-----------------------------|------|
| Chests in Staff Room/Towers | \$40 |
|-----------------------------|------|

| DESK PARTS AND SERVICES | PRICE |
|----------------------------------|-----------|
| Desk Lock Removal | \$25 |
| Desk Lock Repair | \$45 |
| Complete Desk Unit (Replacement) | \$400 |
| Top Replacement | \$75 |
| Drawer Replacement | \$50 each |
| Shelf Replacement | \$50 |
| Legs Replacement | \$20 |
| Drawer Front or Face Replacement | \$50 |

FURNITURE CONT.

| CUBBY PARTS AND SERVICES | PRICE |
|--------------------------|-------|
| Lock Removal on Cubbies | \$25 |
| Cubby Replacement | \$50 |

| VILLAGE REPLACEMENTS | PRICE |
|-----------------------------------|---------|
| Lafayette Chair, Milestone Fabric | \$650 |
| Lafayette Chair, Grade A | \$600 |
| Lafayette Sofa, Milestone Fabric | \$1,300 |
| Lafayette Sofa, Grade A | \$1,200 |

| | |
|---------------------------------------|-------|
| Lafayette Sofa, Milestone Fabric Only | \$450 |
| Swanstone Round-Edge, Table | \$275 |
| Swanstone Round-Edge, Chairs | \$250 |
| Swanstone Round-Edge, Complete Set | \$500 |

| KITCHEN REPLACEMENT | PRICE |
|---------------------|-------|
| China Wash Basin | \$185 |

| BATHROOM PARTS AND SERVICES | PRICE |
|-----------------------------|--------------|
| Bathroom Door Slide Lock | \$50 |
| Ceramic Soap Dish | \$60 |
| Ceramic Toothbrush Holder | \$55 |
| Marble Slab | Market Value |

| | |
|------------------------|--------|
| Marble Threshold | \$200 |
| Shower Curtain | \$15 |
| Shower Head | \$15 |
| Toilet Paper Dispenser | \$25 |
| Toilet Seat | \$50 |
| Rehang Towel Bar | \$15 |
| Replace Towel Bar | \$40 |
| China Wash Basin | \$85 |
| Vanity Top | Varies |

| MIRROR REPLACEMENTS | PRICE |
|-----------------------------------|-------|
| Public Bath, 29" x 48.5" (Towers) | \$70 |
| Alcove, 68" x 16" x .25" (Towers) | \$75 |
| Vanity, 78" x 36" (Towers) | \$85 |
| Corridor, 2' x 5' | \$85 |
| 36" x 78" Finished Edges | \$135 |

| WINDOW PARTS AND SERVICES | PRICE |
|-----------------------------------|-------------------|
| Glass and/or Frame Replacement | Varies |
| Screen Replacement, Student Rooms | \$335-350 |
| Re-screen Inside Window | \$60/hour |
| Re-screen Outside Window | \$60/hour |
| Safety Mesh Screens | \$75/hour |
| Rehang Blinds | \$35 |
| Replace Blinds | Starting at \$150 |

MAINTENANCE COST LIST 2022-2023

FURNITURE CONT.

| LIGHT REPLACEMENTS | PRICE |
|---|------------------|
| Globe, 8" | Varies |
| Globe, 10" | Varies |
| Globe, 12" | Varies |
| Globe, 14" | Varies |
| Exterior Jelly Jars (Apartments) | Varies |
| MISCELLANEOUS PARTS & SERVICES | PRICE |
| Thermostat Replacement | \$100 |
| Thermostat Cover | \$20 |
| Waste Basket, Plastic (Public Bathroom) | \$150 |
| Cable/Ethernet Box | Starting at \$75 |
| Automatic Door Closer Repair | Starting at \$75 |
| Wiring/Conduit Replacement | \$2,000 |
| Bulletin Board, 48" x 72" | \$400 |
| Bulletin Board, 36" x 60" | \$200 |
| Bulletin Board, 36" x 36" | \$175 |
| Bulletin Board, 30" x 36" | \$175 |
| Bulletin Board, 24" x 36" | \$150 |
| Flat Screen TV | Varies |
| ELEVATOR SERVICE | PRICE |
| Resident Damage From Misuse | Varies |
| HVAC UNITS (BROWN/MUNSON/VILLAGE/HOYT/WISE) | PRICE |
| Repair or Replacement | Varies |

EMERGENCY

| FIRE EQUIPMENT PARTS & SERVICES | PRICE |
|-------------------------------------|-------|
| Smoke Detector, Stand Alone/Battery | \$100 |
| Smoke Detector, Hard Wired | \$100 |
| Glass | \$100 |
| Extinguisher (Recharge) | \$50 |
| Extinguisher (Replacement) | \$100 |
| Sprinkler Head | \$75 |
| EXIT EQUIPMENT | PRICE |
| Globe | \$150 |
| Fixture | \$150 |

PLEASE NOTE

Typical maintenance repairs such as Electrical, Elevator, Plumbing, Carpentry, and HVAC/R have an hourly cost of \$64 (plus materials) during normal business hours. The labor cost after hours for these services are \$242 an hour (plus materials).