Dear Resident:
On behalf of the Housing and Residence Life staff, welcome to the Eastern Michigan University Residence Halls and Apartments. We are excited that you have chosen to join the EMU family by living on-campus. Our goal is to provide you with a safe, supportive, and comfortable living environment that is more than just a place to sleep. It’s a place to learn, grow and achieve academic success.

Your space will quickly become your home away from home. Students who live on campus have a sense that they belong here at EMU. Developing community and a respect for the diversity of EMU are the hallmarks of the on-campus experience. Each hall and apartment complex is its own community. We encourage you to be open and respectful when meeting new people including those that are different than yourself.

This guide is designed to help ease any nervousness you have about living on campus. Excitement and anxiousness is expected. We encourage you to read the rules, emergency and living with a roommate sections. Keep this guide as a reference for the year; you signed for it at check in so it will be important for you to have an understanding of its contents.

If you have any concerns or questions, we are here to assist and look forward to meeting you.

Have a great year!

Jeanette Zalba
Director, Housing and Residence Life

Contact Us:
734.487.1300
emich.edu/residencelife
housing@emich.edu

Stop by our central office, we are located in the lower level of The Commons dining facility, off Ann street, between Downing and Wise residence halls. This location handles all applications, initial assignments, billing, and contract releases.

Our mailing address is
Housing & Residence Life (HRL)
526 Ann Street
Ypsilanti, MI 48197
OUR STAFF

Each hall and apartment complex has various levels of trained professional and student staff. If you have questions or concerns about your experience, the staff is here to help.

Resident Advisor (RA)
RAs are undergraduate students who live in the residence halls and apartments. Their major 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, identifying their needs and concerns, and, if necessary, directing them to the appropriate campus offices. RAs are around to help you—they might not realize when you need help, so feel free to ask. Part of their job is to be in “your business” so don’t take offense if they ask you how things are going, about your grades, and about your EMU experience. They care about you!

The RAs promote a community atmosphere through programming and encouraging resident involvement in community activities. The RA also acts as a representative of Housing & Residence Life and is responsible for enforcing the Eastern Michigan University Code of Community Responsibility, and Residence Hall and Apartment rules.

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.

Community Programmer (CP)
CPs are students who reside in a Living-Learning or Theme Community and assist with programmatic efforts. They are trained with the RA staff and involved in the floor’s theme.

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 and act as management staff members. GAs take part in an on-call duty rotation Serving a portion of campus.

Complex Director (CD)
CDs are professional full-time staff members and have oversight for their complex. CDs live and work in each complex and provide a high quality, resident centered, and learning focused living environment. 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 an on-call duty rotation serving the entire campus for emergencies.

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 in the halls. The CD supervises the Office Manager.
**Desk Assistant (DA)**
DAs are student staff members serving in a customer service and safety role at hall and apartment front desk. DAs assist Office Managers with the day-to-day work of operating a desk and staff the Nightwatch Program.

**Custodial Staff**
The building custodial 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 all public stairwells and lobbies. Custodial staff have shifts from 8 am – 11:30 pm.

**Facilities Maintenance Worker (FMW)**
The FMW team perform basic and semi-complex routine facilities repairs and preventative maintenance tasks for all residence halls and apartments.

**Residence Housing Association (RHA), Community Councils, and National Residence Hall Honorary (NRHH)**
Residence Housing Association is a student organization that represents the 3800+ students who live on campus in the residence halls & apartments. RHA hosts events at homecoming, Lil Sibs Weekend and a variety of traditions throughout the year. The Residence Housing Association is a body where all Community Representatives come together. Residence Housing Association meetings are held on Tuesdays from 8:30-9:30 pm in the Student Center and are open to all on-campus residents.

Community Representatives are students from each residential complex. To get involved as a Community Representative and help provide leadership and structure to the community you live in, contact your hall staff for more information!

The National Residence Hall Honorary (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.
YOUR HOUSING CONTRACT AND ASSIGNMENT

For purposes of the Housing Contract, “apartment(s)” refers to Brown and Munson Halls, Cornell Courts, Westview Apartments, and West Forest properties. 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 except for faculty and staff.

Academic Year 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 just 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 summer class, 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.

How do I cancel my assignment?
While students may cancel the contract prior to the start of the semester, once a student moves into a space, they are committed to the full terms of the contract.

In the event that you will no longer be an enrolled student, apply for a contract release with the HRL central office. 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 full release on a contract termination generally fall under the following categories: withdrawal from the University, student teaching, graduation, academic dismissal, 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 still be responsible for the remaining financial balance of their housing contract.

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. Students should go to the HRL Office to complete the contract release process. Then they must properly check out of their room or apartment at their hall or apartment front desk. The resident’s property must be removed from their room. Items that are not removed and/or abandoned will be removed by the staff and stored for 30 days. If the student does not make arrangements with HRL staff to recover their belongings within the 30-day time-frame, the items will be disposed and charges will apply. HRL is not responsible for lost or damaged items.

How can I see my housing contract?
The housing Terms of Agreement document can be found online at the HRL web site or in the appendix of this document.
Why was I not assigned my hall or roommate preferences?
Students who applied by the deadline were offered an opportunity to select their own space. 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. If you did not select a space yourself, then HRL staff took into account several variables such as date of prepayment, theme requests, confirmed roommate requests, and hall/apartment preferences when making your assignment. We attempt to match your preference; however hall/apartment and roommate preferences are not guaranteed. Students are encouraged to sign up early!

Your Complex Director or Graduate Hall Director can be helpful in discussing concerns regarding your assignment.
FREQUENTLY ASKED QUESTIONS

About My Room
We want your room to feel comfortable, safe, and personalized. This section has information regarding your space including the condition of your room (Room Condition Sheets), decorations, lofting, pets, and more.

What’s in my room?
Residence Hall room furnishings may vary slightly between halls and room types (excluding The Village); however, generally each room has one twin bed, one twin XL mattress, one desk, one desk chair, and one dresser/wardrobe unit per person. A closet, and overhead light are standard in most rooms. Single rooms in the Towers (Hoyt, and Pittman Halls) have a full size bed and mattress.

In Brown and Munson Halls, apartments are furnished. Each apartment has a couch or love-seat, coffee table or end table, and kitchen table with chairs (Number depending on the size of the unit). There is also a built in dresser and a bed per person. In efficiency and studio apartments and those with double occupancy- XL twin beds with mattresses are provided. Those residing in regular one-bedroom apartments will receive a full size bed and mattress. Most bedrooms have overhead lighting however, residents should bring additional lamps.

Apartments in Cornell and Westview come furnished or unfurnished. In these areas, a furnished apartment has a couch, coffee table or ottoman, end table, and a kitchen table with chairs. Each bedroom has a full-sized bed and a dresser. Not all apartment rooms have overhead lighting-students supply their own lamps.

Apartments in The Village are furnished and have the following: couch, chair, side table, and dining table with 4 chairs in the living room. The bedrooms have one twin XL mattress, one desk with hutch, one desk chair and a dresser per person. Some beds in The Village are lofted.

In 601 West Forest, apartments have a couch, chair, coffee table, and kitchen table with 2-4 chairs. Bedrooms have XL twin beds and a dresser per person.

EMU furnishings from apartment or residence hall rooms must remain in their assigned space.

What is a Room Condition Sheet (RCS)?
The RCS is a form used at the time you move in to outline the current conditions and inventory of furniture in the room. 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 completed again. 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 residents. 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 residents remove all such markings or have custodial staff do it at the resident’s expense.
**Can I loft or bunk my bed?**
(See Residence Hall and Apartment Rules 1.30 Care and Use of Facilities)
Beds are lofted in Best, Buell, and Downing with an elevated bed frame. These are adjustable. Some doubles in Hoyt, Pittman, The Village, and Wise have lofts; in these areas loft kits can be requested however there is a limited amount available. To request a loft in these areas students must submit a work order online. Residents are not permitted to use lofts other than those provided by HRL in any of the housing locations.

There are no lofted beds in Brown/Munson, Cornell Courts, Phelps/Sellers, Walton/Putnam or Westview Apartments. Residence hall twin beds can be put in a “raised” position or bunked (only 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 safe and 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 custodial staff.

**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 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 and cardboard, glass, and plastic.

**What about laundry?**
Laundry machines are available in most halls and complexes.
- Brown: in the west side of the ground/first floor
- Munson: lower level, access through southeast stairwell
- Towers (Hoyt and Pittman): located on the 10th floor of each building
- Valley Halls (Best, Buell, Downing, Phelps, Putnam, Sellers, Walton and Wise): located in the basement/lower level
- The Village: located on the ground floor of each building
- Wise Hall: located on the 2nd floor
- 600 West Forest laundry is located in the basement
- 601 West Forest does not have laundry facilities
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 personal cell phone.

- Download the “PayRange” application. This application is free.
- Manage your account by adding funds whenever you want.
- When you want to do a load of laundry...
  - Using the PayRange app on your phone, swipe side-to-side to select the machine
  - Add funds and check special offers
  - 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 laundry mat.

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.

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. Only residents of Cornell Courts and Westview Apartments are permitted to have up to two cats for an additional fee. Cats must be registered; to do so residents must complete paperwork in the apartments office located in Brown Hall. Residents found in violation of this policy will be instructed to remove their animal and will be referred to the University conduct process. This does not apply to residents who need a service or emotional support animal as defined on the Disability Resource Center webpage. Prior to arrival, emotional support animals must be approved by the Disability Resource Center and owner must follow specific guidelines provided.

Should I have Renter’s Insurance?
(See the Residence Hall and Apartments Rules 2.40 Property/Renter’s Insurance)
Yes, the University does not assume responsibility for, or carry insurance covering the personal property of students. This includes damage caused by vandalism, theft, and facilities issues. Students should check for coverage provided by existing family policies or make arrangements to purchase their own rental insurance policies.

Are their community kitchens in the Residence Halls?
Community kitchens are shared spaces that include a sink, stove, microwave and countertop. Some include refrigerators. These spaces are for use for those 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 space with a roommate. Communication is key to making this relationship work. 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. This section contains information about completing a Roommate Agreement, handling roommate conflicts, and where to go for help.

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. The profile questions are answered when you complete your application and help you to find a compatible roommate.

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 Form (RAF)?
Yes! Filling out a Roommate Agreement Form with your roommate 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. The RAF 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 form in the Appendix.

What if I have a roommate conflict?
If you have a roommate conflict, talk to your roommate first about how things are going in the room. 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. It is expected that you follow the steps in the Roommate Conflict Flow Chart in this Guide. After you have talked to your roommate and completed a roommate mediation, you should speak with the Graduate Hall Director (GHD) if you are still experiencing conflicts. If you are unsure of how to contact your GHD, ask your RA. Conflicts happen with suitemates and apartment-mates too, you are encouraged to communicate with all students you share a space with and if not, use the Roommate Conflict flowchart located in the Appendix.

My roommate left, so do I have a single?
(See Residence Hall and Apartment Rules 2.80 Room Assignments and Room Changes)
No, you do not. The space in your room can be assigned to a student at any time by HRL staff. You may 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 CHECK OUTS

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. The Roommate Agreement is designed to assist in this process. Your RA can also assist with a
mediation. The Roommate Conflict Flowchart is in the appendix.

During the first two weeks of the semester, during 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 if I am changing rooms?
Prior to moving, you will receive your new room assignment from your current CD. If changing buildings,
you must meet with your new CD to confirm moving details. Then, contact your current RA and arrange a
time to be checked out. If your current RA is unable to check you out, see your Office Manager, another RA,
GHD, or CD for assistance. Prior to checking out, you must completely vacate your current room, clean it, and
arrange it so that it is ready for a new occupant. If you are changing rooms, you must properly check out by
the date and time specified on the transfer form. Failure to do so may result in charges.

What happens if I don’t complete the checkout paperwork?
You will be billed for an improper checkout which may include fees for a lock change, room damages, left
items, and an administrative fee.

May I change my assignment?
All roommate concerns will be addressed on a case by case basis. If you have not moved in yet, you must
contact the HRL staff to see if changing assignments is possible. At the beginning of each semester, there is a
two week freeze on moves. 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.
Is my building open during breaks/holidays? Can I stay in my room?
All residence halls and apartments will remain open during Thanksgiving recess. There are no campus services available including meals. Front desks are open with limited service.

During December/January Recess and Winter Recess in February, students must vacate their rooms if they live in Best, Buell, Downing, Phelps, Putnam, Sellers, Walton, or Wise. If a resident is unable to get home or to a planned destination at the time of closing, they must make other living arrangements. If a resident is returning to the same room after a semester break, they may leave personal belongings in the room. Students are encouraged during breaks to bring valuable possessions home. Hoyt, Pittman, The Village, and all of the University Apartments (Brown/Munson, Cornell, Westview, West Forest Properties) are considered break halls and will remain open. In open areas, there are limited desk hours and no meal service. Overall, university services are limited during all breaks.

Before I leave at any break or recess, what should I do?
(See Residence Hall and Apartment Rules 1.30 Care and Use of Facilities) and 1.40 Entry Into Student Rooms and Apartments)
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 Winter Recess. 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 you live in a break hall or apartment? Staying for break?
If staying for any part of Thanksgiving, December, or Winter Break, you must register online. HRL needs to keep track of who is in the buildings 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 process is a simple sign up online form that is available online. A link is available on the EMU HRL website: emich.edu/residencelife/. 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 basics of end of the year check out is below. RAs will also have a closing meeting to answer questions - you should attend.

To check out of the residence halls or apartments, residents must schedule and attend a “Check-Out Appointment” with an RA. The appointment is the final step before leaving EMU. Before their appointment, residents will receive an end of the year check list. Prior to their appointment, residents must:
• Complete all items on the checklist.
• Clean their apartment/room including sweeping the floor, cleaning the bathroom and kitchen, placing all trash in the dumpsters outside the building.
• Remove all personal belongings from their room.
• The RA will meet you at your room or apartment at the scheduled appointment time. The RA will confirm all checklist items including cleaning are completed. The RA will review administrative tasks and paperwork with you (RCS form, Occupancy Card, turning in keys, mail forwarding procedure).

Failure to complete these tasks including missing the Check-Out Appointment will result in an improper
SERVICES

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

During the winter, the temperatures 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:

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

If your attempts to warm up your room have not worked, please call the Physical Plant during working hours at 734.487.1000 or EMU Police after-hours at 734.487.1222 so someone can come and take a temperature reading of your room. If the problem continues, a work order will be submitted.

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.

Village and Wise rooms have heating and cooling controls and they 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 The Village and Wise Hall. The 9th floor of Hoyt Hall also has cooling.

Air conditioning units are prohibited in most on-campus locations. See the Campus Policies section for exceptions.

Cable Television
Comcast is the University’s cable service provider. Students who live in the residence halls or apartments will receive a basic channel line-up as part of their contract or lease. Residents are responsible for ensuring that their TV is equipped with an internal QAM converter. If the TV does not have an internal converter, the resident is responsible for purchasing this device.

Residents at Cornell Courts, Westview, The Village, 600 W. Forest, and 601 W. Forest locations will be issued a Comcast Cable Inc. digital converter box for their apartment from the HRL staff. This converter box will provide access to the digital cable service. Residents are responsible for this equipment and may be charged for damaged and/or missing equipment at check out.

Residents may encounter problems with their cable television. There are different situations that may be resolved by following basic trouble shooting actions. Residents are encouraged to review the information posted on the housing website include procedures for cable outages: emich.edu/residencelife/currentresident/cable_internet_issues.php

Students will not be credited for cable outages.
Resnet: Campus Internet
HRL and the Division of Information Technology provide each residence hall room/apartment (excluding Cornell, Westview, and W. Forest properties) with a wired high-speed connection to the Residence Hall Network (ResNet). To connect to the network, the computer must have an updated anti-virus program. If you do not have one, please visit: emich.edu/it/security/software/.

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

All rooms in Best, Brown, Buell, 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. Routers are not allowed in these halls.

Residents at Cornell Courts, Westview, 600 W. Forest and 601 W. Forest locations will be issued a Comcast cable 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 check out.

Garbage Disposal Use
Garbage disposals are in each kitchen in Brown/Munson, Cornell, Westview and in public kitchens throughout the residence halls. 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:
• Grind food waste only with a strong flow of cold water. Allow cold water to continue for about 15 seconds after grinding is complete.
• Grind ice cubes as a scouring agent to clean inside the grind chamber.
• Do 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 dishwater. Some detergents are caustic; flushing will pass such material into the drain line without disposal damage.
• Do not use hot water when grinding food waste. Hot water can be drained into the disposal between grinding periods.
• Do not grind extremely fibrous materials like corn husks, potato peelings, celery, artichokes or pea pods to avoid drain blockage.
• Do not put bones in the garbage disposal.
• Do not put rice in the disposal. Rice tends to expand in the drain and cause blockage.
• Do not 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.
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 undergraduate 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
Phelps/Sellers and Walton/Putnam 10 a.m. - 12 a.m. daily
Best, Downing, Hoyt, Pittman, and Wise 10 a.m. - 10 p.m. daily
The Village 9 a.m. - 9 p.m. daily
Brown Hall Office (serving Brown/Munson, Cornell and Westview) 9 a.m. - 9 p.m. daily
Central Housing & Residence Life Office 8 a.m. - 5 p.m. Mon.-Fri.
During break periods, break halls and apartments 10 a.m. - 2 p.m. daily

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 are encouraged to pick up your packages in a timely manner. Please note:

- Housing & Residence Life is not responsible for spoiled perishable items.
- Packages that are not picked up within 7 days, will be returned to sender.
- 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 student.
- Should HRL be found negligent in a lost, stolen or damaged package, Housing & Residence Life is not responsible for items in excess of $100.
- Residents are responsible to complete a change of address form with USPS. Mail will only be forwarded for 30 days by EMU at which point it will be returned to sender.

Bring your EMU Identification to pick up packages. Only you can pick-up your package. Packages in Cornell Courts, Westview, and West Forest are usually left at the apartment or building door unless you request otherwise from your delivery service provider.

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

Resident Name
Room # Building Name
Ypsilanti, MI 48197

Supplies & Games
Front desks provide items such as vacuum cleaners, brooms, mops, pails, and games. Residents must present their state issued ID card 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 must go to EMUEagleOne.com to activate their card. An activated Eagle OneCard is used for the following:

- Access into residence halls
- Access into the Eateries
- Student access to their financial refund from the University
- Accessing meal plans
- Use of the library, computer labs, Rec/IM
- Admittance to sporting events
- To report your card lost or stolen, log on to EMUEagleOne.com or contact Higher One Customer Service at 1.877.436.8663. Eagle Card Services is located in Pierce Hall room 201.

While living on campus, you must carry your EID Card at all times for identification purposes. If you are asked by a campus official for your ID, you must relinquish it.

**Lost or Broken EID**

In the event of a lost or broken EID, go to the Eagle Card Services Office at 201 Pierce Hall. After hours residents may obtain a temporary card from HRL Staff. Temporary cards are distributed 9 a.m.-10 p.m. daily. Residents should go to the Front Desk during desk hours and inform staff that they need a temporary card. The office staff will then contact professional staff who will issue a temporary card. Residents must remain at the Front Desk so that staff can issue a 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 (phone numbers posted near the Front Desk). If your EID was lost or stolen, please inform the staff so that proper safety measures can be taken. The temporary card must be returned when a new card is received. Not returning the card will result in a charge.

**Night Watch Stickers**

Each resident will be given a hall specific sticker (Night Watch Sticker) that must be affixed to your EMU ID card (EID). The sticker is required and will be used to show residency within a building. A replacement fee will be charged if lost. Students should expect additional verification and delay gaining entry when missing a sticker. If you lose your EID or Night Watch Sticker and require a new sticker, please go to your Front Desk and obtain a new one for a fee. Apartment and Village residents will not get a night watch sticker.

**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.

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 lock out 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 or Stolen Keys or EID** (See the Residence Hall and Apartments Rules 3.10 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.
MAINTENANCE

Maintenance and custodial work in the residence halls and apartments is completed by EMU’s Physical Plant staff.

Work Orders
For repairs that are needed, students must submit an online work order.
emich.edu/physplant/requests/workorders.php

To report an emergency:
• During normal business hours (8 a.m. to 5 p.m.), call the Physical Plant at: 734.487.1000
• During night or weekend emergencies, call DPS at: 734.487.1222
• Emergency items include, but are not limited to:
  ◦ Conditions that affect the safety or health of members of the campus community or surrounding area
  ◦ Conditions that immediately impact the continued performance of academic, student, or administrative functions - Examples include:
    - Major loss of building heat
    - Loss of power to all circuits in area
      (if one outlet of many is effected this should be classified as a non-emergency)
    - Elevator malfunctions
    - Smoke and/or fire
    - Fire alarms
    - Continuous leaks that may result in damage to facility or contents (If leak can be contained it should be, i.e.- turning off water source if drain is leaking or marking the equipment “out of order” if more are available)
  ◦ Immediate security issues - Examples include:
    - Broken windows or doors that cannot be secured
    - Fire or emergency systems in state of alarm or limited function that must be returned to normal to ensure safety of residents

The time-line 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.

The university will give notice in advance 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 maintenance 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.
SAFETY AND SECURITY

Safety is the responsibility of all students, staff, faculty and guests at Eastern Michigan University. A few tips to follow:

- Always lock your door and your car.
- When entering the building, do not let others follow in behind you without swiping in.
- Do not prop doors open.
- Keep your car locked and personal belongings out of view.
- Report suspicious activity or crime immediately to a Resident Advisor, the Front Desk or Public Safety. When in doubt, make the call.

In addition, consider getting acquainted with these resources to ensure best safety and security practices.

EMU Department of Public Safety
The Department of Public Safety (DPS) is charged with enforcing laws on campus and coordinating campus safety. All officers are fully sworn law enforcement personnel. Departmental information can be found at www.emich.edu/police/.

DPS is staffed at all times. EMU Police Officer duties include organizing security and public safety activities which enhance the quality of campus life and protecting life, property, and individual rights. Notify DPS immediately for all emergencies: 734.487.1222 from a cell phone (program this number in 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, DPS will prepare formal documents to alert the campus, these are called Timely Warnings, Community Safety Notices, or Campus Alerts. They are available at www.emich.edu/publicsafety.


Area Police Officers (APO)
The Department of Public Safety sponsors police officers within the residence hall areas: Best, Downing, Buell, Wise, Walton/Putnam, and Phelps/Sellers. Each police officer maintains regular office hours within each complex.

Students are welcome to call or stop in during the designated office hours.
Walton/Putnam, Phelps/Sellers APO: 734.487.8096 (Located in Putnam)
Best, Downing, Buell, Wise APO: 734.487.5867 (Located in Downing)

Reporting Crime and Suspicious Activity
It is important to report all crime and any suspicious activity, as soon as possible, to DPS and then to the residence hall and apartments staff. You may go to DPS in person or call 734.487.1222. Depending on the situation, an officer may be sent to the scene. When in doubt, call and DPS 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 a student at EMU, you are automatically enrolled in this service for email notifications. In order to receive text alerts to your mobile phone, 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 (and for occasional testing of the system), so 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 and Nightwatch Program**
Residence hall and apartment entrance doors are locked at all times. Residential students may use their EMU ID to access all hall lobbies during the hours of 7 a.m. and 7 p.m. Residential students have access to their hall from 7 p.m. – 7 a.m.

The Nightwatch program provides entry security 7 days a week. Nightwatch Operates in Best, Buell, Downing, Hoyt, Phelps, Pittman, Putnam, Sellers, Walton, and Wise Halls. Nightwatch is staffed from 10 p.m. until 3 a.m. (except during break periods in which hours are reduced). During Nightwatch times, residents must present their EMU ID with hall specific sticker. Guests must present a state ID card, driver’s license, military ID, passport or other government-issued identification, with intact pictures and birthdays, to gain admittance. Library cards, high school or other University IDs are not acceptable IDs for guests. See complete guest rules on page 37 of this guide. Desk Assistant staff managing these stations are considered Housing & Residence Life Staff.

**SEEUS (Campus Escort Service)**
The Department of Public Safety sponsors an evening escort service called Student Eyes and Ears for University Safety (SEEUS) who’s primary purpose is to provide walking escorts to persons who are traveling through campus. Mobile service with a designated vehicle may also be available. All SEEUS employees are current students who have received training to promote safety and awareness within the campus community.

Hours of operation can be found at: emich.edu/police/services/seeus.php.

Students, staff and faculty wishing to have an escort, should call 734.487.3387 (48.SEEUS) The dispatcher will ask for specific information, then dispatch an escort group to you. A group should arrive momentarily, depending on call volume and staffing. All escorts may be identified by their bright yellow jacket or T-shirt with the SEEUS logo. Students, staff, faculty or guests wishing to report suspicious activities or concerns may approach any of the SEEUS personnel who will relay the information directly to EMU Police Dispatch. If the SEEUS voice mailbox is reached during SEEUS operating hours, contact the Police Dispatch at 734.487.1222 for assistance.
EMERGENCY PROCEDURES

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 reduces the resulting confusion. Careful planning, with an emphasis on safety, can help EMU students, faculty, staff and visitors handle emergencies with appropriate responses, and save lives. When in doubt, always call Department of Public Safety (DPS) at 911/734.487.1222. 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.

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 subjects you to arrest and/or disciplinary action.

Upon hearing the alarm you should move swiftly and:
• Open blinds
• Turn off all room lights (if applicable)
• Close and lock your door
• Take your keys, EID, cell phone, and wallet.
• 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).
• 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 the event of a fire alarm, residents should exit via the nearest doorway. 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

Phelps Hall
Primary: Sidewalk east of University Park
Secondary (Indoors): Bowen Field House
Will shelter in place in the floor corridors.

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.

The 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.

Westview Apartments
Primary: The next closest building.
Secondary (Indoors): The laundry room in any building
Will shelter in place in the laundry room if it is safe to do so

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 for all halls. In all facilities, the higher floor residents will move to the lower floors if it is safe to do so.
Tornado Warning-If Indoors
1. Move to the shelter areas in your building. These areas are posted in most buildings.
2. If you do not know the designated tornado shelter area, go to the basement or to an inside hallway at the lowest level of the building.
3. If a basement is unavailable, get under a piece of sturdy furniture such as a heavy desk or table on the ground level of the building. Use your arms to protect your head and neck.
4. If time permits, take a flashlight, first aid kit, radio, and your personal belongings (laptops, purses, book bags, etc.). DO NOT delay going to shelter in order to search for these items.
5. Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways, or gymnasiums.
6. Stay away from exterior windows and doors as well as display cases, shelving, or wall mounted audio visual equipment that could collapse on top of you.

Active Shooter/Campus Violence
The personal safety and security of our campus community is of the greatest importance and the University strives to ensure the safety of its students, faculty, staff and visitors. The following response protocols are designed as guidelines to help you respond appropriately in situations which compromise your personal safety. For more information or training, visit: emich.edu/publicsafety/emo/procedures/shooter.php

1 - Before an incident occurs
   • Don’t assume it will never happen.
   • Be aware of your surroundings at all times along with any possible dangers.
   • Know where all of the exits in your area are located.
   • Determine whether the space you are in can be locked.
   • Know your address including room number.
   • Have an escape plan, same as in a fire.
   Discuss with fellow residents the plan you would enact in an incident (exits, sheltering in place, securing doors, etc.)

2 - If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact EMU Police at (734) 487-1222 or dial 911 from a campus phone.
   • Remain calm.
   • Do not approach the person.
   • Contact EMU Public Safety at 734.487.1222 or call 911 immediately. Give your location, name and reason for calling.
   • Be ready to provide a physical description of the individual including the persons(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity if known.
   • If the individual is in a vehicle, attempt to get the vehicle make, model and color as well as the license plate number.
   • Maintain your own safety.
   • Follow the instructions provided to you by EMU Public Safety.

3 - If an active shooter is inside the building:
   • Take decisive action if you hear gunshots—don’t wait until others tell you to act.
   • If it is possible to flee the area safely and avoid danger, do so. Make sure to notify others when leaving.
   • If it is unsafe or impossible to leave, lock all doors and secure yourself in a room that offers the best protection.
   • Close all window blinds and curtains.
   • Silence mobile phones, pagers and other audio devices.
• Contact EMU Public Safety at 734.487.1222 or 911 with your location.
• Wait for the “all clear” instruction to be issued by EMU Public Safety. This will be issued over EMU text alerting, in-building or outdoor public address messaging or in person by an EMU police officer.

4 - If you are in an outside area and encounter an active shooter:
• Try to remain calm
• Move away from the active shooter or the sound of gunshot(s) and/or explosion(s)
• Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration
• Try to warn other faculty, staff, students and visitors to take immediate shelter
• Call 734.487.1222 or 911 and provide information as discussed in the above guidelines.

Sexual Assault
If you or a friend has been a victim/survivor of sexual assault or any other sexual misconduct including sexual harassment, dating/relationship violence or stalking, you are encouraged to seek assistance and support. You have many options:
• You may always contact the Title IX Coordinator (734.487.3617) for comprehensive support and assistance, and for information about all reporting options.
• 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: Dr. Melody A. Werner, Title IX Coordinator, 100 Boone Hall, mwerner@emich.edu, 734.487.3617. Dr. Werner can quickly implement remedial measures to help a victim/survivor, such as academic adjustments, safety measures and residential relocations.

Title IX Compliance Website: www.emich.edu/title-nine/index.php

Additional Resources include:
• Counseling and Psychological Services (CAPS) located in Snow Health Center: 734.487.1118
• CAPS Fact Sheet: 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: www.emich.edu/wcen/dv_sa/sexual_assault.php
WELLNESS

Being well and taking care of yourself is very important while you are a student. This section can help you navigate how to take care of yourself. Check out the information on University Health Services, Counseling and Psychological Services, and other resources.

University Health Services
University Health Services (UHS), located in the Snow Health Center, provides high quality, accessible, affordable health care for Eastern Michigan University students, faculty and staff. Snow Health Center is located next to the east entrance of the Recreation/Intramural building.

Services Provided:
- Evaluation and Treatment of Illnesses and Injuries
- Preventative health & physical examinations
- Travel Health Clinic
- Immigration (I-693) Physicals
- Women’s Health Services
- Transgender Health Services
- TB Testing & Immunizations
- STI Screening
- Allergy Shots
- Laboratory Services
- CPR and First Aid Certification
- Tobacco Cessation Assistance
- HIV Testing and Counseling
- Pharmacy Services
- Student Insurance

Call 734.487.1122 to schedule an appointment or consult with a healthcare professional. For more information on University Health Services go to emich.edu/uhs/about/location.php

Medical Emergencies/Injuries
For any medical emergency or serious injury, contact both Department of Public Safety (DPS) 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.

Counseling and Psychological Services – Mental Health
Counseling and Psychological Services (CAPS) is dedicated to addressing the mental health needs of students at Eastern Michigan University. Students come to CAPS for a variety of concerns such as anxiety, depression, relationship problems, concerns about your family, and more. See the CAPS website for more details: www.emich.edu/caps/.
Most appointments are scheduled but if you feel you need an urgent appointment, please call CAPS at 734.487.1118 or come to 313 Snow Health Center. CAPS staff is also available to consult over the phone about a student who may be in a crisis. After 5:00 p.m. and on the weekends:

- Call 911 if someone is hurt or in immediate danger. If on campus, call EMU Police at 734.487.1222
- Call CAPS at 734.487.1118 for after-hours crisis counseling
- Call the National Suicide Prevention Lifeline 1.800.273.8255 or text Hello to 741-741 for Crisis Text Line
- Go to a local Emergency Room - St. Joseph Mercy Hospital: 734.712.5637 or Psychiatric Emergency Services, University of Michigan Hospital: 734.996.4747

**Student Intervention Team and CARE Reports**
The Student Intervention Team (SIT) was formed to address reports of troubling (inappropriate, disruptive, or harmful) student behavior 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 includes representatives from Counseling and Psychological Services, Department of Public Safety, Office of Wellness and Community Responsibility, Housing and Residence Life, Legal Affairs, Disability Resource Center, Office of the Ombuds and the Dean of Students 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 discuss and take actions to address the situation and support the student of concern.

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.

**Resident Advisors**
Resident Advisors are great resources to help get connected to resources if you feel uncomfortable or unsure of how to get connected by yourself. Alternatively, if you are worried about a friend and would like to help them, RAs can help you submit a CARE Report.

**Health & Infectious Disease Policy**
When many people live in close quarters, such as university residence halls, certain infectious diseases can spread very easily. The HRL staff work with University Health Services on contagious diseases and quarantine procedures. You may contact the nursing staff at University Health Services in Snow Health Center with questions about this information or other illnesses.

**Medical Amnesty**
The purpose of a medical amnesty policy is to remove barriers and increase the likelihood that students who require emergency medical assistance as a result 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. See also in Rules Section 1.90.
The Code of Community Responsibility and University Disciplinary Process may be accessed online at emich.edu/responsibility/ and applies to all students 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:
- Don’t panic - the student conduct program is a component of the overall educational process and is considerate of your rights.
- 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 Disciplinary 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 OWCR or receive a disciplinary sanction. OWCR may then meet with the involved student(s) to discuss the incident and take appropriate action, as authorized by the department, based on the facts of the case. HRL staff act as designees of OWCR and will enact parts of the process. 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 may be responded to in a number of ways:

- OWCR or HRL staff determine that the student was not involved in a potential violation and closes the incident without further action.
- OWCR staff may determine a potential violation did occur and a charge letter will be sent to the student 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 decision being made in the student’s absence based on the information available to the staff member, which may result in a sanction(s) being issued.
- 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.
- 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 Conduct Process for the Guide to Campus Living, for the complete process please refer to emich.edu/responsibility/
RESIDENCE HALL AND APARTMENT RULES

These rules represent details related to living in an on-campus setting. All students and guests are responsible for abiding by these as specified. In addition, the Code of Community Responsibility and all state and federal laws should also be referred to and abided by at all times. The Code of Community Responsibility is available at the office of Wellness and Community Responsibility website: emich.edu/responsibility/.

If a student is present during a rule violation, they may be held accountable for the rule. Students are encouraged to alert a staff member 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:

A. 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 are considered “dry” because they are predominantly occupied by residents under the age of 21.

B. 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.

C. 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.

D. 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.
E. Use or possession of kegs, beer balls, beer bongs, 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.

F. 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

G. 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.

H. 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.

I. 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 Code of Community Responsibility: 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 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, bongs, 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.

EMU has a zero-tolerance policy regarding marijuana usage or possession on campus, even in the case of a licensed patient under Michigan Medical Marijuana Act of 2008 (MMMA). Although the act allows patients to possess and consume limited amounts of marijuana for certain medical conditions, the state law conflicts with federal laws. 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 Code of Community Responsibility: 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 paintball 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. In addition, air guns, spring guns, paintball 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 including 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.

Students are expected to conduct themselves in a safe and orderly fashion while residing in the Residence Hall and Apartment community. 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.

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 his or her 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 Office of Wellness and community Responsibility.
1.20 Cancellation of Agreement and Dismissal from Housing
Housing & Residence Life may terminate a resident’s Housing Agreement for breach of the agreement’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. The resident is responsible for a health or safety violation, such as a false fire alarm, illegal discharge of a fire extinguisher, or use or possession of fireworks. Any tampering with or misuse of health and safety equipment is prohibited and punishable by university and/or civil court action. Action can also be taken by OWCR.

C. The occupant or any guest, visitor, or invitee of such occupant presents a clear and present danger to the on-campus student population. Examples include arrest for assault and battery, possession or use of a weapon, criminal possession or sale of illegal narcotics, or other conduct as may be determined to have serious or dangerous implications for the students living on campus. Continued and/or serious violations of campus security systems or procedures may also be cause for termination of the housing agreement.

D. Violation of EMU Code of Community Responsibility Probation, repeat violations of these rules or the Code of Community Responsibility, or a single serious violation.

1.30 Care and Use of Facilities (Also see EMU Code of Community Responsibility Section V.14)
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 Physical Plant staff 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. Hover boards, self-balancing scooters, battery operated scooters, hands-free Segways and similar devices are prohibited in residence halls and apartments. They may not be used, stored or possessed in these areas due to safety concerns they present.

D. 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.

E. 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.

F. 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.

G. 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.

H. Students are not allowed to enter residence halls that are closed over breaks unless they have been given permission.
I. No one may improperly access or use fire escapes or fire ladders.

J. No one may paint, wallpaper, write on room walls and doors, or remove any door within their room or apartment.

K. 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.

L. No one may damage, vandalize or deface common areas, including hallways, bathrooms, lounges, laundry rooms, elevators, and stairwells.

M. No one may damage, vandalize, alter or deface their room/apartment or furniture provided.

N. No one may interfere with the operation of smoke detectors or any other life safety systems or devices. Dismantling smoke detectors is prohibited.

O. Lounges may not be used as a place to sleep.

P. Stove tops and ovens cannot be used for room heating purposes.

Q. Residents may not complete or hire someone to do repairs or improvements to campus property or equipment.

R. All outside grills are prohibited (except University-owned equipment).

S. Falsifying Work Orders - The Physical Plant 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.

T. Health and Safety Inspections - Housing & Residence Life will conduct health and safety inspections of each resident room as needed. Residents and their guests are required to maintain an appropriate level of cleanliness and orderliness within their room. Unsanitary conditions, such as garbage, dirty or improperly stored dishes, spoiled perishable food items, dirty clothes, or other clutter, etc., must be corrected. Common courtesy and common sense should be the guide. Please contact your Graduate Hall Director/Area Complex Director if you have questions on how to meet these standards.

U. Each room must have clearly defined passage areas to be used in case of emergency.

Violation of this section will result in financial liability for all custodial 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 situation.
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 are an opportunity for staff to ensure your safety, notify residents of potentially hazardous conditions, and allow residents the opportunity to correct any infractions or advise them in advance of any potential financial costs you may incur.
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.

1.50 Failure to Comply (Also see EMU Code of Community Responsibility Section V.6)
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, Community Programmers, Office Managers, Desk Assistants, Graduate Hall Directors, Graduate Assistants and Complex Directors.

1.60 Fire Alarms and Fire-Safety Equipment (Also see EMU Code of Community Responsibility Section V.13)
All students are required to follow fire evacuation procedures. EMU requires 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 extinguishing fires.
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 600 and 601 W. 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 Code of Community Responsibility Section V.9)

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.

Residents are allowed up to three (3) guests per person, per night. Roommates should discuss visitors and be in agreement on guests and visitation. Roommates and Suitemates reserve the right to ask guests to leave. Guests may stay up to three consecutive days and no more than six days per month in the residence halls. Overnight guests are not permitted in first year halls during Orientation and finals weeks.

Guests need to be signed in properly during the hours of Nightwatch and must present a state ID card, driver’s license, military ID, or passport with intact pictures and birthdays, to gain admittance after 10 p.m., when the hall closes, or when requested by staff members. 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. Non-EMU guests must be at least 18 years of age or older unless approved by the professional staff of HRL.

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 Apartments, 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.

In Wise, residents are expected to escort their guests to the bathroom. Bathrooms are assigned by gender on upper floors. Should a resident need access to a different bathroom for their guest, keys are available for check out at the front desk. 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.
2.00 Nonrenewal 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 nonrenewal. 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 webpage. 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 University conduct process.

Residents of Cornell Courts and Westview Apartments are permitted to have up to two (2) cats for a fee. If a resident has a confirmed booking/assignment to live Cornell Courts or Westview 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 and Westview 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:

- Sports, running, riding of bicycles, rollerblading or roller skating, skateboarding or other similar behavior including hover boards within the hallways or rooms.
- Gambling is not allowed (Also see EMU Code of Community Responsibility Section V.8)
- EMU’s Tobacco-Free Policy prohibits all smoking and use of tobacco in or on all university owned buildings and property.
- 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 OWCR, 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 DPS 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:
- Pools of any type
- Waterbeds
- Candles, candle warmers, incense, and wax/oil melting devices
- Bunsen burners, alcohol burners
- George Foreman grills, induction cook tops, hot plates, electric woks, and other direct heat source appliances (Microwaves, toasters, and coffee pots are allowed)
- Drapes, curtains, and other window treatments
- Space heaters
- Air conditioning units *
- Hookahs

*Excluding Cornell Courts, Westview, 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 Code of Community Responsibility V.5)
Courteous 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 p.m. to 10 a.m. 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.
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. Students may be required by staff to take down any decoration. Students may be held financially liable for any damage or cost for decorations improperly placed or disposed of.

B. Seasonal Decorations – 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 String lights are prohibited. Only LED String lights may be used. Residents are permitted to use string lights during the period starting the Monday after the Thanksgiving through the first Sunday after the first full week of the Winter Semester. Live trees, wreaths and/or roping are strictly prohibited. This section is in accordance with the DPS and Environmental Health and Safety policy titled “Holiday Safety Guideline” (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.

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 Agreement, 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.

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 designated personnel including Night Watch staff, propping doors, entering a secured area behind someone, allowing access to someone the resident does not know, and forcing open locked doors.

E. 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.

F. For security purposes, a lock change will be completed for any room door where a copy of the key was made.

G. Residents must identify themselves when asked by HRL staff members (including RAs & Night Watch) 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.

H. 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.

I. 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, 14.8 Sales and Fundraising, EMU Code of Community Responsibility V.5)
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. 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 Courts, 601 Westview and the West Forest property may have air conditioning units (AC). Residents must purchase the appropriate unit themselves but it must be installed by EMU Physical Plant staff. To maintain a safe environment, a few specific regulations must be followed.

- 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.
- Residents are encouraged to confirm their apartment location, window measurements, and BTU restrictions below before purchasing an air conditioning unit.
- 601 West Forest residents may have units installed only in approved locations.
- Apartments are only permitted one air conditioner per unit.
- 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.
- Residents are encouraged to winterize their AC unit by covering it with plastic or AC unit covers available at a hardware store.
- 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, classroom, and homes. At the start of each academic year, all vacant residence hall rooms and apartments are certified bed-bug-free through the use of careful inspection and professional pest control service animal.

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 his/her 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’s owner by the registered bicycle tags and/or serial numbers. Registering is easy:

1. Contact the Crime Prevention Officer at 734.487.0987, see your Area Police Officer or contact the EMU Police Dept. 734.487.1222 to request assistance with your bicycle.

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 into the BikeGuard database. 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.

**Community Bathroom Policy**

No personal property maybe left in the restrooms. Any and all unattended property will be removed by custodial staff. No individual may use the restrooms while custodial staff is cleaning. The trashcans in the bathroom are for bathroom trash only. All other trash should be disposed of properly in one of the trash rooms on each floor. Charges for excessive cleaning of the bathroom may be billed to the resident(s) responsible or the entire floor or building at any time. Residents should report any concerns or problems with a public or community bathroom to a residence hall staff member or the front desk immediately.

**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 student’s 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 Animal 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. The Assistant Director for Housing & Residence Life (Colleen Tompkins, ctompkins1@emich.edu) is available for consultation.

**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, kretex), 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.
IMPORTANT DATES

2018 Fall Semester

**Fall Opening 2018**
First Year Student:
Friday, August 31, 9:00am – 1:00pm

**Upperclass in Apartments and Halls**
Saturday, September 1, 9:00am – 5:00pm

**First day of class:**
Wednesday, September 5

**Thanksgiving Recess 2018**
Halls do not close but limited campus services are available November 21-25.
No meals are served November 21-25

**Fall Closing 2018**
**Final Exams:**
December 12-18

**Halls and Apartments close:**
Tuesday, December 19, 12:00pm (noon)

**Commencement:**
Saturday, December 15

**EMU Close of fall semester:**
Tuesday, December 18

2019 Winter Semester

**Winter Opening 2019**
Halls & Apartments open:
Sunday, January 6 at 10:00am.

**First day of class:**
Monday, January 7

**Winter Recess 2019**
Halls close: Saturday, February 23, 12:00pm (noon)
Halls open: Sunday, March 3, 9:00am
No meals are served February 23 – March 3

**Spring Recess 2018**
University closed Friday, April 19
All residence halls remain open with limited services
Limited meal service

**Winter Closing 2018**
**Final exams:**
April 22-26

**Halls and apartments close:**
Saturday, April 27, 12:00pm (noon)

**Commencement:**
Sunday, April 28

**EMU Close of winter semester:**
Friday, April 26

Residence halls and apartments open during all breaks:
Brown, Cornell, Hoyt, Munson, Pittman, Village, Westview, and West Forest properties.

Residence halls and apartments that are closed during the breaks:
Walton, Putnam, Phelps, Sellers, Best, Buell, Wise and Downing.

Note: Students must vacate 24 hours after last final or on the last day of fall semester if they cancel their contracts for winter semester.
IMPORTANT NUMBERS AND WEBSITES

EMU Housing & Residence Life
www.emich.edu/residencelife/  Lower Level, Dining Commons  734.487.1300

EMU Dining Services
www.emich.edu/dining/  Lower Level, Dining Commons  734.487.0418

Emergency Numbers-Department of Public Safety (DPS)
Emergency from Campus Landline  911
Emergency from Cell or Off-Campus  734.487.1222
www.emich.edu/police/

Area Police Officers
Downing  734.487.5867
Putnam  734.487.8096

Front Desks (located in hall lobbies)
Best Hall  734.487.1085
Buell Hall  734.487.1087
Downing Hall  734.487.1086
Hoyt Hall  734.487.4109
Phelps/Sellers Halls  734.487.1092
Pittman Hall  734.487.1096
The Village  734.487.9861
(labeled in the Community Building)
Walton/Putnam Halls  734.487.1093
Wise Hall  734.487.1097
Apartments Office  734.487.4946
(The Apartments Office, located in Brown Hall room 113, serves Brown, Munson, Cornell, Westview, and West Forest properties)

University Resources

Campus Life (Student Activities, Greek Life, and Orientation)
www.emich.edu/campuslife  345 Student Center  734.487.3045

Center for Multicultural Affairs (Offers support, advocacy, and programming)
www.emich.edu/cma  358 Student Center  734.487.2377

Counseling and Psychological Services (CAPS)
www.emich.edu/caps  313 Snow Health Center  734.487.1118

Disability Resource Center (DRC)
www.emich.edu/drc  246 Student Center  734.487.2470

Diversity and Community Involvement
www.emich.edu/dci  348 Student Center  734.487.6790

Financial Aid
www.emich.edu/finaid  403 Pierce Hall  734.487.0455
<table>
<thead>
<tr>
<th>Service Name</th>
<th>Website/Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holman Success Center</td>
<td><a href="http://www.emich.edu/hsc">www.emich.edu/hsc</a>, G04 Halle Library, 734.487.2133</td>
</tr>
<tr>
<td>Office for International Students &amp; Scholars</td>
<td><a href="http://www.emich.edu/oiss">www.emich.edu/oiss</a>, 240 Student Center, 734.487.3116</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td><a href="http://www.emich.edu/it">www.emich.edu/it</a>, 106 Halle Library, 734.487.2120</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual &amp; Transgender Resource Center (LGBTRC)</td>
<td><a href="http://www.emich.edu/lgbtrc">www.emich.edu/lgbtrc</a>, 354 Student Center, 734.487.4149</td>
</tr>
<tr>
<td>Math Tutoring Center</td>
<td><a href="http://www.emich.edu/math/tutoring">www.emich.edu/math/tutoring</a>, 411 Pray-Harrold, 734.487.0983</td>
</tr>
<tr>
<td>Military and Veteran Resource Center</td>
<td><a href="http://www.emich.edu/veterans">www.emich.edu/veterans</a>, 202 Pierce Hall, 734.487.3119</td>
</tr>
<tr>
<td>Parking Department</td>
<td><a href="http://www.parkemu.com">www.parkemu.com</a>, 1200 Oakwood, 734.217.4890</td>
</tr>
<tr>
<td>Physical Plant</td>
<td><a href="http://www.emich.edu/physplant">www.emich.edu/physplant</a>, 734.487.1000</td>
</tr>
<tr>
<td>Service EMU</td>
<td>one-stop-shop to assist with Financial Aid, Records &amp; Registration and Student Business Services, <a href="http://www.emich.edu/serviceemu">www.emich.edu/serviceemu</a>, 268 Student Center or 240 McKenny, 734.487.1643</td>
</tr>
<tr>
<td>Office of Wellness &amp; Community Responsibility</td>
<td><a href="http://www.emich.edu/responsibility">www.emich.edu/responsibility</a>, 250 Student Center, 734.487.2157</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>provides service to any student, faculty or staff member with concerns of sexual discrimination or misconduct, <a href="http://www.emich.edu/title-nine/">www.emich.edu/title-nine/</a>, 370 Student Center, 734.487.3617</td>
</tr>
<tr>
<td>University Advising &amp; Career Development Center</td>
<td><a href="http://www.emich.edu/uacdc">www.emich.edu/uacdc</a>, 200 McKenny Hall, 734.487.0400</td>
</tr>
<tr>
<td>University Health Services (UHS)</td>
<td><a href="http://www.emich.edu/uhs">www.emich.edu/uhs</a>, Snow Health Center, 734.487.1122</td>
</tr>
<tr>
<td>Office of the Ombuds</td>
<td><a href="http://www.emich.edu/ombuds">www.emich.edu/ombuds</a>, 248 Student Center, 734.487.0074</td>
</tr>
<tr>
<td>The University Writing Center</td>
<td><a href="http://www.emich.edu/uwc">www.emich.edu/uwc</a>, 115 Halle, 734.487.0694</td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td><a href="http://www.emich.edu/wcen">www.emich.edu/wcen</a>, 356 Student Center, 734.487.4282</td>
</tr>
<tr>
<td>VISION</td>
<td><a href="http://www.emich.edu/vision">www.emich.edu/vision</a>, 346 Student Center, 734.487.1313</td>
</tr>
</tbody>
</table>
APPENDIX

HOUSING AND DINING SERVICE CONTRACT
ROOMMATE AGREEMENT
ROOMMATE CONFLICT FLOWCHART
MAINTENANCE COST LIST
Eastern Michigan University
Housing and Dining Service Contract
Academic Year 2018-19

Read carefully! You are entering into a legally binding contract with the University that encompasses the full academic year, September through April. Do not submit this contract unless you can guarantee that you have the necessary financial resources either through personal funds and/or financial aid funding to cover all of your tuition, room, and board costs for both the fall and winter semesters.

You agree to accept the conditions contained in this contract for the full academic year which includes BOTH the fall and winter semesters.

Fall
Occupancy availability: Saturday, September 1, 2018 – Wednesday, at noon, December 19, 2018
Meal availability: Wednesday, September 5, 2018 – Tuesday, November 20, 2018
Monday, November 26, 2018 – Tuesday, December 18, 2018

Winter
Occupancy availability: Sunday, January 6, 2019 – Saturday at noon, February 23, 2019
Sunday, March 3, 2019 – Saturday at noon, April 27, 2019
Meal availability: Monday, January 7, 2019 – Friday, February 22, 2019
Monday, March 4, 2019 - Friday, April 26, 2019

Terms and Conditions

This is your Housing and Dining Service contract agreement. If you choose to live on campus, you are responsible for knowing the terms and conditions that are presented and you agree that you are prepared to meet the financial obligations.

It is the responsibility of the student to know and comply with the information contained in the contract. 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 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). The contract is for the entire 2018-19 academic year which is defined as both the Fall and Winter semesters.

FEES AND CONTRACT TERMINATION

1. A non-refundable $150 prepayment paid to the UNIVERSITY must be submitted when completing the application in order to select a space.

2. RESIDENT may cancel the contract prior to moving into the assigned space in the fall by requesting a cancellation, in writing only, to the Housing and Residence Life office. 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 prepayment.

3. The UNIVERSITY reserves the right to change room and board rates if such change is necessary.

4. The terms of this contract are for the entire 2018-19 academic year (both Fall and Winter semesters). 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).

5. 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.

6. If an enrolled RESIDENT chooses to move out of the residence hall/apartment without an approved release, the RESIDENT continues to be financially responsible for all room and board charges for the remainder of the 2018-19 academic year.

7. If a RESIDENT meets the criteria for an approved release as referred to in Number 4 above, the contract will terminate and the RESIDENT will no longer be entitled to any services provided for including the meal plan.

8. RESIDENT will not be released from the terms of the contract due to withdrawal from the University if later he or she re-enrolls during the contract period. RESIDENT will be responsible for room and board charges for the remainder of the contract period.
9. 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.

10. Not properly checking out of the residence hall/apartment and/or not returning the keys upon check-out will result in a $60 improper checkout fee as well as charges for a lock change and key replacement.

11. 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 board charges for the duration of the academic year.

12. 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.

CONDITIONS OF ASSIGNMENT

13. The UNIVERSITY requires that RESIDENT be enrolled and remain enrolled in at least seven (7) credit hours for undergraduate students or three (3) 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.

14. RESIDENTS returning for the Winter 2019 semester must be in good financial standing and be registered for winter classes no later than December 19, 2018.

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

16. 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.

17. 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 their eligibility.

18. 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.

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

20. Should a vacancy occur in a double room assignment at any time throughout the contract period, regardless of the reason, the RESIDENT agrees to either accept another roommate or be assessed the increased single rate.

21. 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 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.

22. The UNIVERSITY has the right to reassess the room and board rate if a RESIDENT is approved for a contract release pursuant to the terms of this contract. No pro-rate will be given, however, if the RESIDENT moves out during the last two weeks of any given semester.

GENERAL CONDITIONS

23. The RESIDENT agrees to comply with the rules and regulations which may be adopted by the UNIVERSITY for the residence hall/apartment program and with the terms of the UNIVERSITY’s Student Code of Conduct and the Guide to Campus Living located at http://www.emich.edu/residencelife.

24. No RESIDENT is permitted to transfer his or her assignment to another person. No unauthorized persons are permitted to reside in the room/apartment. No pets are permitted in the residence halls or Brown/Munson. Cats are permitted only in limited designated apartments in Cornell or Westview for an additional fee.

25. Housing and Residence Life reserves the right to issue a temporary removal from housing or restrict access and use of housing and/or dining locations pending the outcome of a conduct case or pending investigation.

26. The UNIVERSITY reserves the right to use the residence hall room/apartment or public areas in and around the halls or apartments in a way which is detrimental to the best interest and welfare of the UNIVERSITY community.

27. 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.
28. The RESIDENT is prohibited from keeping firearms, weapons, gunpowder, or other substances which might endanger the health and safety of any person in the residence hall/apartments.

29. Portable air conditioners are not permitted in any of the residence halls or Brown/Munson. Air conditioners may not be installed by RESIDENTS at any time. Cornell Courts, Westview, or 601 West Forest RESIDENTS can apply to have an AC unit. RESIDENTS in those locations must provide AC units that meet University standards and complete the proper written request form. The University has final determination of the installation AC units.

30. 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.

31. The UNIVERSITY is not responsible for the loss of or damage to any personal property of the RESIDENT or his/her 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.

32. The RESIDENT will keep the premises and public areas clean and free from dirt, garbage, and trash and is responsible for the repair and replacement of any item damaged because of the acts or omissions of the RESIDENT or the RESIDENT’s guest, invitee, or agent. 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.

33. All rooms in the Residence Halls and Apartments are annually certified bedbug free prior to the start of the fall semester. If the RESIDENT or UNIVERSITY becomes aware of an infestation of bed bugs or another pest, the RESIDENT agrees to comply with Housing & Residence Life protocol to address it.

34. The times set forth for performance of this agreement are subject to change due to extreme weather, strikes, lockout, or other labor disputes and disorders 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 board 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.

35. No smoking is permitted anywhere within the residence halls or University Apartments. The entire Eastern Michigan University campus is smoke-free.

DINING PLANS

36. 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).

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

38. No changes to the meal plan will be accepted after September 15, 2018 for the Fall semester or January 15, 2019 for the Winter semester.

39. Refunds are not given for missed or unused meals.
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

**Personal Property:** (Yes we can share, No prefer not to share, or Ask first before using. Circle responses)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Resident 1</th>
<th>Resident 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/drink</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Movies/DVDs</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Games/Systems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Clothes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Personal Mail</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(pick up)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Systems</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Computer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Sports Equipment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>TV/DVD player, etc.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Printer</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Appliances</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Furniture/Bed</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**NOTES:**

**Guest/Visitation:** (Yes, No, or Ask)

<table>
<thead>
<tr>
<th>Scenario Description</th>
<th>Resident 1</th>
<th>Resident 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>When I’m in the room</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>When I’m not in the room (escorted)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>When I’m studying</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>When I’m sleeping</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Same sex guest</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Opposite sex guest</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Overnight guest</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Guest can use items belonging to me</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Guests require advance notice</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Significant others in the room</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**NOTES:**
Cleaning: (Please select one)

Room

_____ We will clean our own messes

_____ We will share the cleaning of the entire room

Who cleans what:  

Resident 1: _____________________________  
Resident 2: _____________________________

_____ We will alternate the cleaning of the entire room

Schedule:  

Resident 1: _____________________________  
Resident 2: _____________________________

Bathroom

_____ We will keep our own side clean

_____ We will share the cleaning of the entire bathroom

Who cleans what:  

Resident 1: _____________________________  
Resident 2: _____________________________

_____ We will alternate the cleaning of the entire bathroom

Schedule:  

Resident 1: _____________________________  
Resident 2: _____________________________

Additional Agreements (add here any specifics related to your room):

Conflict Resolution

Should we at any time disagree on any room issue or concerns, we will resolve our differences in an atmosphere of openness and mutual respect. If necessary, we agree to involve Residence Hall Staff if we cannot successfully work through issues.

We, the residents mentioned above, agree to the statements above and will use this agreement to help address issues as they arise.

SIGNATURES

Resident 1: _____________________________  
Resident 2: _____________________________
Have you been threatened or Do you fear for your safety & wellbeing?

Yes
Contact the EMU Department of Public Safety & file a Police Report.
(734) 487-1222 or 911 from a campus landline

No
Is the issue a result of a violation of the Code or the Guide to Campus Living?

Yes
If the violation is currently taking place contact the building staff (RA, GHD, or CD) to confront & document the issue.

No
Attempt to resolve the conflict by addressing the person or people you are having issues with. This is best done at an appropriate time, in a calm and direct way.

Is the issue resolved?

Yes
Contact your RA(s). They are student staff members who live in your community and are trained & ready to help you and your roommate(s) with a roommate agreement or mediation.

No
Is the issue resolved?

Yes
Contact your GHD or CD. They are available to assist residents after initial attempts to resolve roommate or suitemate conflicts are unsuccessful. They have posted office hours at the residence hall front desks.

No
Is the issue resolved?

Yes
Good job!

No
You may want to consider changing rooms. The CD can provide you information on open spaces.
Note: There may not be spaces available to Move into.

Important Housing Terms:
RA – Resident Advisor
GHD – Graduate Hall Director
CD – Complex Director

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 require the cooperation of the residents involved.

Roommate Conflict Resolution 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.
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.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent “E”</td>
<td>No damage, item is like new</td>
</tr>
<tr>
<td>Good “G”</td>
<td>Minor scuffs, marks, or discoloration</td>
</tr>
<tr>
<td>Fair “F”</td>
<td>Moderate scuffs, marks, discoloration, or damage</td>
</tr>
<tr>
<td>Poor “P”</td>
<td>Significant scuffs, marks, discoloration, or damage</td>
</tr>
</tbody>
</table>

Pictures must be taken for any billings of $100 or more.
MAINTENANCE COST LIST

Maintenance and Service Charges 2018-2019

**Lost Key Charges**

<table>
<thead>
<tr>
<th>Common charges</th>
<th>After hours lock change (Minimum - varies)</th>
<th>$175</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox ( all locations)</td>
<td>Bent/Broken Keys (if resident responsible)</td>
<td>$25</td>
</tr>
<tr>
<td>Residential Hall Temporary Card</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Bathroom key (wise hall)</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Laundry room</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Electronic Door opener (ADA units)</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>OH key</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Brown and Munson</td>
<td>Apartment</td>
<td>$60</td>
</tr>
<tr>
<td>Cornell Courts</td>
<td>Apartment</td>
<td>$60</td>
</tr>
<tr>
<td>Westview</td>
<td>Apartment</td>
<td>$90</td>
</tr>
<tr>
<td>West Forest Rental Properties</td>
<td>Apartment</td>
<td>$60</td>
</tr>
<tr>
<td>Combination Lock reset</td>
<td>$150</td>
<td></td>
</tr>
</tbody>
</table>

**Residence Halls**

<table>
<thead>
<tr>
<th>Room</th>
<th>$60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite Key - Village</td>
<td>$90</td>
</tr>
<tr>
<td>Village Room &amp; Suite Keys</td>
<td>$150</td>
</tr>
</tbody>
</table>

**General**

**Per Occurrence**

| Summer Storage fee            | $300 |
| Cat fee                       | $100 per semester |
| Exterminating fee             | $80 per occurrence |
| Lockout fee                   | $20 per occurrence |
| Trash removal fee             | $10 per average-sized bag |
| Storage fee                   | Varies with size of items |
| Staff and Faculty fee         | $100 per semester |
| Non-lease fee                 | $100 per month |
| Comcast Equipment             | Replacement cost |
| Infestations                 | $250 min. |
| Animal waste clean up         | Varies |
| Over-loading washer/dryer     | Varies |

**Reparis/Replacements**

**Labor Rate Per Hour**

| Mechanic (general)            | $40  |
| Carpenter, Electrician        | $55  |
| Plumber, Mason                | $55  |
| Painter                       | $55  |
| FMW                           | $40  |

| Cleaning Company              | $40  |

**Other Charges**

| Walls                         | Crayon, marker, patching | $60 minimum |
|                              |                           | $40/extra hr |
| Doors                        | Repair (minimum charge)   | $250         |
|                              | Replace (minimum charge)  | $700         |
|                              | Carpet (stains, burns, cuts, etc) | Varies |
|                              | Hardwood (finishing, burns, damages, etc) | Varies |
|                              | Tile (stains, cuts, burns, etc) | Varies |
|                              | Assessed fee will be based on condition of item rated at move-in |
|                              | Cost of materials and labor |

**Excessive Cleaning**

| Living Room                  | Floor | Sweep, mop tile       | $5 |
|                              |       | Sweep, mop wood       | $10 |
|                              |       | Vacuum carpet         | $5 |
|                              | Walls | Wash                  | $20/hr |
|                              | Kitchen | Floor | Sweep, mop           | $10 |
|                              | Walls | Wash                  | $20/hr |
|                              | Cupboards | Clean, degrease, polish | $20 |
|                              | Countertops | Clean, degrease, polish | $5 |
|                              | Sink  | Clean, degrease, polish | $5 |
|                              | Fan   | Clean, degrease       | $35 |
|                              | Refrigerator | Clean, disinfect, polish | $5 |
|                              |       | • Exterior             | $5 |
|                              |       | • Interior             | $15 |
|                              | Range | Clean, degrease, polish | $5 |
|                              |       | Top/Burners           | $10 |
|                              |       | Oven                  | $10 |
|                              |       | Broiler               | $10 |
|                              | Bathroom | Floor | Sweep, mop           | $5 |
|                              | Walls | Clean, disinfect, polish tile | $15 |
|                              | Door  | Wash painted surfaces | $5/side |
|                              | Fan or vent | Clean, degrease | $10 |
|                              | Sink  | Clean, disinfect, polish | $5 |
|                              | Tub   | Clean, disinfect, polish | $10 |
|                              | Toilet| Clean, disinfect, polish | $5 |
|                              | Cabinet | Clean, disinfect, polish | $5 |
|                              | Bedrooms | Floors | Sweep, mop tile | $5 |
|                              |       | Sweep, mop wood       | $10 |
|                              |       | Vacuum carpet         | $5 |
|                              |       | Steam clean carpet    | $45/rm ($85/apt) |
|                              | Walls | Wash                  | $20/hr |
|                              | Doors | Wash                  | $5/side |
|                              | Furniture | Mattress | Vacuum | $10 |
|                              |       | Vacuum, shampoo      | $60 |
|                              | Sofa  | Vacuum                | $10 |
|                              | Furniture (all) | Clean, polish | $20/hr |
|                              | Miscellaneous | Room door | Wash | $5/side |
|                              |       | Bi-fold door          | $5 |
|                              |       | Window track          | $5 |
|                              | Floor | Sand/finish wood floor | Varies |
|                              | Pet Damages | Replacement Value | Varies |

* Residents submitting false work orders will be charged and referred to the Office of Wellness and Community Responsibility.

* Residents are responsible for repair charges if they caused the damage.
# MAINTENANCE COST LIST

## Maintenance and Service Charges 2018-2019

### Furniture

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beds</td>
<td>$50</td>
</tr>
<tr>
<td>Loft Ends (Buell, Downing)</td>
<td>$125</td>
</tr>
<tr>
<td>Loft Ladders (Buell, Downing)</td>
<td>$110</td>
</tr>
<tr>
<td>Springs</td>
<td>$90 each</td>
</tr>
<tr>
<td>Bed Ends</td>
<td>$5</td>
</tr>
<tr>
<td>Bed Assembly</td>
<td>$75</td>
</tr>
<tr>
<td>Mattress</td>
<td>$160 Twin</td>
</tr>
<tr>
<td>Removal of Lofts (assembled)</td>
<td>$100</td>
</tr>
<tr>
<td>Removal of Lofts (unassembled)</td>
<td>$50</td>
</tr>
<tr>
<td>Ladders</td>
<td>$95</td>
</tr>
</tbody>
</table>

### Chairs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy Style</td>
<td>$175</td>
</tr>
<tr>
<td>Desk Chair</td>
<td>$185</td>
</tr>
<tr>
<td>Reupholster</td>
<td>$90/section</td>
</tr>
</tbody>
</table>

### Drawers

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Chest of Drawers (replace)</td>
<td>$400</td>
</tr>
<tr>
<td>Top</td>
<td>$80</td>
</tr>
<tr>
<td>Drawers</td>
<td>$60</td>
</tr>
<tr>
<td>Finish</td>
<td>$75</td>
</tr>
<tr>
<td>Chests in Staff Rooms/Towers</td>
<td>$40</td>
</tr>
</tbody>
</table>

### Desks

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Lock Removal</td>
<td>$25</td>
</tr>
<tr>
<td>Desk Lock Repair</td>
<td>$45</td>
</tr>
<tr>
<td>Complete Desk Unit (replace)</td>
<td>$400</td>
</tr>
<tr>
<td>Top</td>
<td>$75</td>
</tr>
<tr>
<td>Drawers</td>
<td>$50/each</td>
</tr>
<tr>
<td>Shelf</td>
<td>$50</td>
</tr>
<tr>
<td>Legs</td>
<td>$20</td>
</tr>
<tr>
<td>Drawer Front or Face</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Cubbies

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock Removal on Cubbies</td>
<td>$25</td>
</tr>
<tr>
<td>Broken Cubbies</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Village

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lafayette Chair</td>
<td>$650</td>
</tr>
<tr>
<td>Milestone Fabric Grade A</td>
<td>$600</td>
</tr>
<tr>
<td>Lafayette Sofa</td>
<td>$1,300</td>
</tr>
<tr>
<td>Milestone Fabric Grade A</td>
<td>$1,200</td>
</tr>
<tr>
<td>Replacement Fabric (Milestone)</td>
<td>$450</td>
</tr>
<tr>
<td>Swanstone Round-Edge Table</td>
<td>$275</td>
</tr>
<tr>
<td>Table</td>
<td>$250</td>
</tr>
<tr>
<td>Chairs</td>
<td>$500</td>
</tr>
</tbody>
</table>

### Kitchen

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>China Wash Basin</td>
<td>$85</td>
</tr>
</tbody>
</table>

### Bathroom

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Door Slide Lock</td>
<td>$50</td>
</tr>
<tr>
<td>Ceramic Soap Dish</td>
<td>$60</td>
</tr>
<tr>
<td>Ceramic Toothbrush Holder</td>
<td>$55</td>
</tr>
<tr>
<td>Marble Slab in Bathroom Market Value</td>
<td>$200</td>
</tr>
<tr>
<td>Shower Curtains</td>
<td>$15</td>
</tr>
<tr>
<td>Shower Head</td>
<td>$15</td>
</tr>
<tr>
<td>Toilet Paper Dispenser</td>
<td>$25</td>
</tr>
<tr>
<td>Toilet Seat</td>
<td>$50</td>
</tr>
<tr>
<td>Towel bar</td>
<td>$15</td>
</tr>
<tr>
<td>Rehang</td>
<td>$40</td>
</tr>
</tbody>
</table>

### China Wash Basin

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>

### Vanity Top

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>

### Mirrors (approximate sizes)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towers</td>
<td>$70</td>
</tr>
<tr>
<td>Alcove – 88” x 16” x 1/2”</td>
<td>$75</td>
</tr>
<tr>
<td>Vanity – 78” x 36”</td>
<td>$85</td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor – 2’ x 5’</td>
<td>$85</td>
</tr>
<tr>
<td>36” x 78” finished edges</td>
<td>$135</td>
</tr>
</tbody>
</table>

### Windows

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass and/or Frame Replacement</td>
<td>Varies</td>
</tr>
<tr>
<td>Screens</td>
<td>$335-$350</td>
</tr>
<tr>
<td>Inside Window (rescreened)</td>
<td>$60/hr</td>
</tr>
<tr>
<td>Outside Window (rescreened)</td>
<td>$60/hr</td>
</tr>
<tr>
<td>Safety mesh Screens</td>
<td>$75/hr</td>
</tr>
</tbody>
</table>

### Blinds

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehang/ Hardware</td>
<td>$15</td>
</tr>
<tr>
<td>Replace</td>
<td>$100</td>
</tr>
</tbody>
</table>

### Lights

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globes – All Halls</td>
<td>$30</td>
</tr>
<tr>
<td>8 inch</td>
<td>$35</td>
</tr>
<tr>
<td>10 inch</td>
<td>$40</td>
</tr>
<tr>
<td>12 inch</td>
<td>$45</td>
</tr>
<tr>
<td>14 inch</td>
<td>$55</td>
</tr>
</tbody>
</table>

### Exterior Jelly Jars (apartments)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thermostat</td>
<td>$100</td>
</tr>
<tr>
<td>Replacement</td>
<td>$20</td>
</tr>
<tr>
<td>Waste Basket</td>
<td>$150</td>
</tr>
<tr>
<td>Plastics</td>
<td>$150</td>
</tr>
</tbody>
</table>

### Electronics

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable/ Ethernet Box</td>
<td>$75 min.</td>
</tr>
<tr>
<td>Automatic Door Closer Repair</td>
<td>$75</td>
</tr>
<tr>
<td>Replacement of Wiring/Conduit</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

### Bulletin Boards

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>48” x 72”</td>
<td>$200</td>
</tr>
<tr>
<td>36” x 60”</td>
<td>$100</td>
</tr>
<tr>
<td>36” x 36”</td>
<td>$75</td>
</tr>
<tr>
<td>30” x 36”</td>
<td>$75</td>
</tr>
<tr>
<td>24” x 36”</td>
<td>$55</td>
</tr>
</tbody>
</table>

### Flat Screen T.V.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>

### Elevator

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident damage from misuse</td>
<td>Varies</td>
</tr>
</tbody>
</table>

### HVAC units (Brown/Munson/Village/Hoyt/Wise)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>

### Emergency

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke Detector Stand Alone (Battery)</td>
<td>$60</td>
</tr>
<tr>
<td>Hard Wired</td>
<td>$100</td>
</tr>
</tbody>
</table>

### Fire Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass</td>
<td>$100</td>
</tr>
<tr>
<td>Extinguisher (replacement)</td>
<td>$100</td>
</tr>
<tr>
<td>Sprinkler Head</td>
<td>$75</td>
</tr>
</tbody>
</table>

### Exit

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Globe</td>
<td>$50</td>
</tr>
<tr>
<td>Exit Fixture</td>
<td>$85</td>
</tr>
</tbody>
</table>