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Definition of Terms

USU Eastern Office of Residence Life

The Office of Residence Life is responsible for the staff and the community atmosphere in each residence hall. This includes the housing, custodial, maintenance, and resident advisor staff. In addition to facility management, the Office of Residence Life provides programs and activities for students and enforces university standards for student conduct.

Resident Advisors (RA)

Resident Advisors are full-time students who live with students in the residence halls. Their responsibilities include knowing each resident; serving as a resource; familiarizing students with and enforcing University policies and regulations; mediating conflicts between residents; helping residents maintain an environment conducive to learning; and, as appropriate, assisting residents to improve study techniques and personal problem-solving skills.

Hall Director

Each Residential Hall has a full-time individual who lives on campus in the residence halls. Their responsibilities include: coordinating with housing maintenance staff, organize all-hall programs each semester, foster a unique hall identity, policy enforcement, resident discipline, knowing and understanding residents, and serving as a resource

Office of Residence Life Mission Statement

The mission of USU Eastern’s Office of Residence Life is to bring the academic life of the University into the student’s living environment by providing an experience that best meets the educational and developmental goals of our residents outside the classroom, enabling them to succeed inside the classroom.
Dear Eagles,

On behalf of Residence Life, I want to welcome you to the community at USU Eastern! Many opportunities and experiences await you as you pursue your educational goals here at Eastern. I am a firm believer that a community is built within the first two weeks of your university experience. Therefore, my staff and I invite you to take part in orientation, student government events, religious activities and programs sponsored by Residence Life. The relationships formed through your collegiate years transform into lifelong friendships. A community will form at the beginning of the semester and it is our job to make sure you have ample opportunities to connect with your fellow students.

In building a foundation for Residence Life, we have four different core values for housing. These areas are identified by many experts as important life issues for students transitioning from high school to a university setting. The four values are follows:

Personal Growth – College allows many students to try new things. This could range from extracurricular activities to having the freedom to make more personal choices. We will encourage students to challenge themselves to be more independent.

Healthy Lifestyles - This value involves forming healthy relationships with your peers and being able to respect differences amongst students. We strive to provide a safe environment in which students can feel comfortable.

Supporting Academics – We provide study groups for students in similar classes and feel that education should be incorporated into residence halls. Residence Life supports students achieving their educational goals in the classroom and learning new things through interactive programs.

Social Responsibility – The Department of Residence Life strives to promote safety in the residence halls and hold students accountable for their interactions. We want students to interact in a safe, yet fun atmosphere while at Eastern.

With these values in mind, I hope your experience at Eastern is everything you expected from college. My staff and I are here to support and help you through your college experience. Feel free to stop in and chat or ask our staff any question that you might have about Residence Life. Finally, I am always open to suggestions. Feel free to send me an email or talk to me about how we can better serve the students.

Let's GO EAGLES!

Jeff Spears
Director of Auxiliary Services and Student Conduct
USU Eastern

Utah State University Eastern – Office of Residence Life
About Your Room

Use of Room/Suite
The Residence Life department gives you the right to use and occupy the living space assigned to you upon move-in. You accept your room/Suite “As is” and acknowledge that the room/suite and its furnishing are in good condition, except as otherwise specified on the room/suite condition report, which is to be completed at move-in and move-out. When you move into your room/suite, survey your room and its furnishings to indicate on the form anything you find that is not in good condition. It is important that you are thorough as you examine your room. You will be responsible for any damages that were not indicated on the inventory form you completed at check-in.

Assignments
- Occupancy of a room is limited to the residents assigned to that room. The room will be used only as living space.
- If you are assigned to a double room and your roommate moves out, the Office of Residence Life may assign another student into the vacant space without prior notice to you or may reassign you to the accommodations of equal value. In some circumstances, you may request to pay the double-single room rate and keep the room as a single, but must do so prior to the assignment of another person or your reassignment
- Your room assignment may be administratively changed or the living agreement may be administratively canceled if your continued presence is considered detrimental to the living group or the educational environment as stated in the housing living agreement

Bunking/Lofting Beds
Residents are not allowed to provide their own materials to loft or bunk beds. Residents who wish to loft newer beds may contact the housing office.

Cable TV
Cable comes free of charge to each bedroom in Burtenshaw and Sessions, as well as the living room in Aaron Jones and Tucker Halls. Service is through Emery Telecom. Contact the Housing Office if you are experiencing difficulties with your cable service.

Checking In and Out
Student rooms and furnishings must be returned to their original condition before you move out. If a room requires restoration or repair before it can be assigned to another student, the cost of this work will be billed to the immediate past resident(s) of that room. The work may include painting, repair to walls and ceilings, and the repair or replacement of room furnishings. Failure to complete a checkout may result in a $100 fine.

To Minimize Room Damage:
- Carefully examine your assigned room when you move in, including your bedroom and any shared spaces in your apartment/suite.
- Immediately report all room damages or needed repairs by submitting a Work Order on-line at: http://eastern.usu.edu/housing/htm/current-students/work-order
- Prior to moving out, it is the resident’s responsibility to schedule an appointment for a Resident Advisor (RA) to inspect the room at the time of the resident’s departure. During the inspection, the RA will note any discrepancies between the Room Condition Report and the actual condition of the room.
room, particularly noting any missing or damaged items. All residents must complete this inspection or accept the Office of Residence Life’s decision regarding damage to the room or its furnishings as final. If a resident fails to check out properly, s/he accepts any charges incurred and forfeits the right to appeal. Final determination of any charges will be made by the Residence Life director.

- All residents with shared space in their assigned living space (i.e. living room, hallway, bathrooms, and vanities) share equal responsibility for the conditions of these shared spaces.

**Health and Safety Checks**

Health and Safety Checks are performed bi-monthly by Residence Life staff to evaluate the sanitation and cleanliness of each room and apartment/suite. Residents will be given at least 24 hours advance notice of scheduled checks. Residents who are found to maintain a low sanitation standard or hazardous living environment will be given 24 hours to correct the identified problems. Failure to correct the identified problems may result in fines for the residents of the assigned room and/or apartment/suite.

Your living spaces will be inspected to make sure that they are clean, the trash is emptied, and the floors are vacuumed/mopped etc. Rooms will also be inspected for safety hazards and/or rule violations. After inspections, your room/suite doors will be locked (even if they were not locked when our staff arrived).

**Heating and Air Conditioning**

During the fall and spring, it can be difficult to regulate heating and cooling consistently in most residence halls. Aaron Jones and Burtenshaw have heating and air conditioning in student rooms. Aaron Jones cannot lower thermostats lower than 68° F. Burtenshaw has a temperature control unit in each bedroom. Sessions and Tucker halls have building central heating and cooling.

The buildings cannot be switched quickly from heating to cooling and vice versa. The heating and cooling systems will be switched according to the calendar and long-range weather forecast. In cold weather, care should be taken to avoid causing the heating unit or radiator to freeze. Units should not be turned off, where able, and windows not be left open for prolonged periods of time. Students may be held accountable for damaged heating/cooling units.

**Internet**

The USU Eastern Wireless network is available in all residence halls. For information on setting up your wireless Internet connection, contact the Office of Information Technology.

**Modifications**

The Office of Residence Life wants all residents to feel comfortable and to personalize their residence hall space, but we also want everyone in the residence halls to be safe. These room modification guidelines are to ensure the safety of all students.

- If you make modifications to your room, please remember that you are responsible for any damages caused and for restoring your room to its original condition.
- Residents are not allowed to bring his/her own mattress. Only the mattress provided is approved.
- Furniture or room modifications may not be attached to or supported by walls, existing fixtures, or furniture. Modifications must be confined to the space of your room.
- Furniture in lounges and public areas of a residence hall should not be moved for any reason.
- All window treatments (draperies or blinds) provided are flame retardant and should not be replaced or modified without prior authorization.
- Only trained or authorized University employees may make changes to the electrical system and wiring anywhere in the residence halls.
- When questions arise, Auxiliary Facilities Management will have final say on modifications.
**Pest Control**

The Office of Residence Life has professional licensed pest control services available. These state licensed specialists are available to respond to any unexpected problems with insects and other pests. If you encounter a problem, do not attempt to deal with the situation yourself; please notify the Office of Residence Life by submitting a Work Order.

**Room Change Procedures**

Sharing a room may be a new experience for some students. The ability to communicate and come to an agreement with diverse individuals is a useful skill in life and will likely be necessary when discussing living space expectations with your roommate, if needed, your resident Advisor (RA) is available to assist in directing and mediating your discussion. If you are experiencing a disruptive environment in your living space, involve your RA in addressing the situation. The RA will work with you and your roommate(s) to complete a roommate agreement. If issues and/or concerns continue, then the RA will involve a Housing Director to see if a solution can be found. If a disruptive situation continues, a room change may be addressed through the housing office.

The housing office must approve all room changes. The resident wanting a room change will be one who moves – he/she cannot force his/her roommate to move. Room changes are subject to several rules:

- Room changes are not allowed to occur during the first two weeks of the semester, which is deemed a room “freeze period”. The housing office determines occupancy during this time.
- All rent and/or fees/charges (if applicable) must be paid in full before a room change will be allowed.
- There will be a $25 fee in addition to being required to fill out a room change request form.
- If you are granted a room that is charge a higher rate, you must pay the difference before you can move into the new living space.
- Unauthorized room changes will incur a $50 fine and you may be required to move back to your original space.
- You may only changes rooms once per semester.

**Room Entry and Probable Cause Searches**

The right of individuals to be secure in their persons, living quarters, papers, and effects against unreasonable search and seizure is constitutionally guaranteed and extends to students in the academic community. No provision in the housing living agreement gives residence hall officials the authority to consent to a search of a resident’s room by police or other government official.

However, there are circumstances in which authorized persons using the approved procedures outlined below may enter a Residence room. These special cases include law enforcement, custodial services, health and safety inspections, room repair and maintenance, emergency situations, and probable cause searches.

- Any law enforcement agency having jurisdiction may, in performing its statutory duties, conduct a search in accordance with legally defined procedures governing search and seizure.
- Authorized University custodial personnel may enter residents’ rooms to perform the routine custodial services provided as part of a housing living agreement.
- Authorized University personnel responding to an emergency may enter a room to protect a resident’s health and welfare or to make emergency repairs to prevent property damage.
- Authorized University maintenance personnel may enter a room to make improvement or repairs, to provide routine maintenance services, and to recover University-owned property. Whenever possible, residents will be given at least 24-hour notice.
- Authorized University personnel performing health and safety inspections may enter a room to ensure that health, fire, and safety regulations are being maintained. Whenever possible, residents will be given at least 24-hour notice of these inspections.
• Authorized University officials may enter a room when there is a probable cause to believe that violations of University or civil regulations are being committed and that a delay to procure a search warrant would endanger the health and safety of the residents, or result in the probable destruction of evidence. Probable cause means having reasonable grounds for suspicion, supported by sufficiently strong circumstances and/or other evidence.

**Room Entry Procedures**

The Office of Residence Life recognizes the right of students to be protected against unreasonable personal search and entry of their rooms. In order to safeguard this right, while ensuring its traditions as a Residence university where the quality of life is a proper aim of policy and practice, the University enforces the following regulations to govern student search and entry of University owned student rooms.

• The University reserves the right for its authorized personnel to enter rooms to inspect, protect and maintain University property and to inspect the contents of student rooms, suites or apartments, when violations of University policy, State or Federal laws are suspected. Probable cause exists when authorized University personnel have reasonably trustworthy information which would warrant a person of reasonable caution to believe that an offense has been or is being committed.

• Residence Life Staff will inspect student rooms for the purpose of safety and security at the start of each vacation period. Rooms will be checked for open or unlocked doors and windows, unauthorized residence hall furnishings, plugged in and/or hazardous electrical appliances or health hazards. If warranted, the student will be notified in writing of any items confiscated; arrangements will be made for the return of confiscated items provided that the possession of these items is not a violation of public law. All alcoholic beverages confiscated will be disposed of immediately and will not be returned to the student(s).

• Student rooms may be entered without notice in emergency situations. An emergency situation exists when imminent danger to life, safety, health or property is feared. Vice Chancellor Office staff members also may enter rooms without prior notification or in the absence of the occupant(s) for matters relating to the comfort and/or safety of fellow hall residents; for example, to close a window or turn off an alarm clock. Such entries are to be recorded by the staff member documenting the name of person entering the room, the time and date entry was gained and the reason for entry.

• In non-emergency situations, a member of the Vice Chancellor Office may conduct a student room search in a Residence Hall without prior notification. Such a search can occur when there is probable cause to believe that a violation of University regulations has occurred or is occurring. Contraband or evidence of a violation of a university policy will be seized by the persons making the search.

• Police officers desiring to conduct a search of a student's possessions in the residence hall must present the Vice Chancellor Office staff with a bona fide search warrant authorizing their search before they proceed.

The above policy does not apply to custodial and maintenance personnel as maintenance requests by students shall be considered as permission to enter. In such cases, no notification of entry will be given.
**Storage**

Due to space and safety limitations, the residence halls do not provide storage. The only space you have available is your room during the contract dates.

**Vandalism & Damages**

You are liable for any damage or defacing of university property resulting from your, and/or your guests'/visitors', actions and/or neglect.

**Window Screens**

It is fine to let in fresh air, but remember that window screens must be secured at all times. You may be charged a minimum fee of $125.00 for the replacement of unfastened, damaged, removed, or missing window screens.
Your Community

Statement on Diversity

The Office of Residence Life is professionally and personally committed to celebrating the rich diversity of people who live and work in our residence halls. We believe that our living environment must foster freedom of thought and opinion in the spirit of mutual respect. All of our programs, activities, and interactions are enriched by accepting each other as we are and by celebrating our uniqueness as well as our commonality.

The diversity of our communities takes many forms. It includes differences related to race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, age, ability, socio-economic background, and veteran status. We believe that any attempt to oppress any individual or group is a threat to everyone in the community. We are guided by the principle that celebrating diversity enriches and empowers the lives of all people.

Therefore, everyone who chooses to live or visit our Residence communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. Alcohol or substance abuse, ignorance, or claiming, “It was just a joke,” will not be accepted as an excuse. We will respond to such behavior in an appropriate manner, recognizing that education is our most powerful tool.

Our residence communities are rich, alive, and dynamic environments that are designed to enable all individuals to grow to their full potential. Only by understanding and celebrating our diversities can we create an environment where innovation, individuality, and creativity are maintained. We pledge ourselves to this end.

Abandoned Property and Liability

Personal property remaining in the unit after you vacate or abandon the unit will be disposed of by USU Eastern. USU Eastern may dispose of all such personal property, without liability. You agree to pay all expenses incurred by USU Eastern for the disposal of your belongings if abandoned. USU Eastern has the right to dispose of any abandoned property after 30 days.

USU Eastern does not assume responsibility for any loss to person(s) or personal property in the residence halls. It is recommended that you maintain adequate public liability insurance coverage and renter’s insurance coverage for your personal property. Damages and losses from a prohibited or restricted item or negligent behavior are the responsibility of the individual to whom the item belongs or who committed the negligent act. The Office of Residence Life will not be responsible for personal property left in student rooms after the assigned residents have moved out.

Bunnell-Dmitrich Athletic Center (BDAC)

BDAC facilities are available for free to USU Eastern students. Facilities within the BDAC include exercise and training room (includes treadmills, elliptical trainer, weight training, etc.), Free Weights Room, Racquetball Courts.

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<tr>
<th>BDAC Hours</th>
<th>Monday – Thursday</th>
<th>Saturday</th>
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<td></td>
<td>5 A.M. – 8 P.M.</td>
<td>8 A.M. – 12:00P.M.</td>
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<td></td>
<td>Friday</td>
<td>Closed Sunday</td>
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<td></td>
<td>5 A.M. – 7 P.M.</td>
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**Bicycles**

Bicycles can only be stored in specified bicycle racks in the area. Due to the damage caused to carpet and tile, bicycles, scooters, roller blades, roller skates, skateboards, etc., cannot be ridden within residence halls. Fines and/or sanctions may be imposed for non-compliance. The above-mentioned items cannot be stored in the hallways, balconies, stairwells, or other common areas within the residence halls.

**Computer Lab**

The computer lab is free to use for all students and is looked in the Reeves building room 214. Printing is available in the computer lab at a cost of $.07 per page for black & white and $.20 per page for color.

<table>
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<tr>
<th>Computer Lab Hours</th>
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<tr>
<td><strong>Monday – Thursday</strong></td>
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<tr>
<td>8 A.M. – 9 P.M.</td>
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<tr>
<td><strong>Friday</strong></td>
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<td>8 A.M. – 4:30 P.M.</td>
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**Custodial Staff**

The custodial staff is available primarily on weekdays and the staff is primarily responsible for ensuring that public areas of the building remain safe and sanitary. This includes public bathrooms, lobbies, hallways, stairwells, laundry rooms, lounges, entries, and some other areas. Residents are responsible for cleaning their rooms and taking room trash to the provided dumpsters located outside each residence hall.

As members of the residence hall community, everyone shares responsibility for keeping the buildings in good condition. If the custodial staff is required to clean any excessive messes, resident(s) found responsible will be charged a cleaning fee. If the resident(s) responsible are not identified, all suite, floor and/or community members may be charged equally. Residents will be billed for placing their room trash in common area garbage receptacles.

**Dining Services**

USU Eastern Dining Services makes meals available to students, employees and the public. With a choice of dining options you are sure to find something for you. The Dining Room is an all you care to eat facility while the Golden Grill provides traditional fast food and al a carte menu items.

**Laundry**

Laundry rooms are provided on each floor of the residence halls, except for Tucker Hall, where the laundry room is in the community lounge. All washers and dryers in the residence halls are free of charge for all residents living within the hall. The laundry facility is to be used by residents only. If any unauthorized use of this facility is reported, the incident will be handed over to the Director of Student Conduct at USU Eastern. If there are any issues with the washer and dryers, please place a work order.

**Library**

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<th>Library Hours</th>
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<tr>
<td><strong>Monday – Thursday</strong></td>
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<tr>
<td>8 A.M. – 10 P.M.</td>
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<tr>
<td><strong>Friday</strong></td>
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<tr>
<td>8 A.M. – 5 P.M.</td>
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**Maintenance Problems**

The maintenance staff performs routine and preventive service; however unforeseeable problems do occur. Do not make repairs yourself! Report any maintenance problems in your room or in public areas immediately on-line at https://usueastern.edu/price/housing/index. You will find a link named maintenance request at the bottom of the page. If the problem is an emergency, contact the RA on duty. When a maintenance problem poses danger to the residents or the risk of property damage, emergency maintenance will be contacted immediately to repair it. All other types of maintenance problems will be taken care of on a priority basis.

**Post Office**

The Eagle Station is located in the purchasing/police building and is where residents obtain their free Personal Mail Box (PMB). Each resident is provided with a PMB located either in Aaron Jones residence hall or across from the bookstore in the JLSC.

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**Post Office Hours**

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<th>Monday – Friday</th>
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<tr>
<td>8 A.M. – 11 A.M.</td>
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<td>1 P.M. – 5 P.M.</td>
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**Recycling**

USU Eastern is committed to minimizing the University’s impact on the environment and reducing the University’s dependence on non-renewable energy. Recycling collection areas for paper are located within or adjacent to the residence halls. Please sort your trash & recycling properly. You should save as many recyclables as possible and dispose of them frequently as they can become health and safety hazards. Students are responsible for removing recyclable materials from their rooms and common areas. A fee will be charged if Custodial Services has to remove trash or recycling from student rooms.

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**Testing Center**

The testing center is located within the Reeves building room 114.

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**Testing Center Hours**

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<tr>
<th>Monday – Thursday</th>
<th>Friday</th>
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<td>8:30 A.M. – 9:30 P.M.</td>
<td>8:30 A.M. – 7:30 P.M.</td>
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Roommate Relations

Sharing a room/apartment with someone you have never met before may be a new and challenging experience. Everyone comes to college with a different background, set of expectations, personality traits, and mannerisms that may or may not match perfectly with others in their living environment. Lifestyle differences may easily engender conflict if concerns are not quickly, openly and tactfully communicated. We encourage each resident to complete a roommate agreement with others in their living space. Roommate agreements cover a variety of topics typical of shared living space issues. If you would like a roommate agreement worksheet, contact your RA. If you are experience conflict in your living space, we encourage you to first speak openly to your roommate(s). If you would like assistance in resolving roommate(s) issues, your RA will be able to help either mediate a discussion or complete a roommate agreement.

How to Build the Roommate Relationship

Get to know your roommate. The better you and your roommate understand one another the easier it will be to share your living expectations early on and complete a roommate agreement. If a concern/issue develops, talk to your roommate about it and try to understand his/her perspective. If you are struggling to make a connection with your roommate(s), ask your RA for advice.
Safety and Security

Campfires
Outdoor fires are permitted in the approved fire pit located outside of Sessions Hall, with permission from a Hall Director.

Decorations, Displays, and Hazardous Substances
While we encourage you to personalize your living space, the safety of everyone in the residence halls must come first. Combustible materials used for decorations and displays present a serious fire hazard.

To prevent fires:
- Keep your room door free of flammable materials, particularly loose paper. Do not wrap or cover doors with flammable materials.
- Do not prop open any doors.
- Keep window surfaces at least 25% clear of all opaque materials (such as aluminum foil, posters, or signs) to assist firefighters in locating the source of any fire.
- Leave hallway and exit lights on at all times.
- Place no materials over exit signs, fire doors, smoke detectors, sprinklers, or electrical fixtures, including those in student rooms.
- Treat all inside decorations that use high combustible materials with a flame-retardant solution. Displays and/or decorations of paper, dried vegetation, corrugated cardboard, or light plastics that cannot be effectively flame proofed must be limited to outdoor use and must not be used within 25 feet of any building.
- Use only insulated, heavy-duty cord, 14- or 12-gauge wire on GFI receptacles in setting up displays. Use no bare conductors.
- Support all wiring properly, with insulated tacks or other approved hangers.
- Do not block exits, hallways, circuit break panels, fire hose cabinets, or fire extinguishers with decorations or displays.
- Do not store or use flammable liquids.
- Use no halogen lamps or lights.
- All window treatments (draperies or blinds) provided are flame retardant and cannot be replaced without prior authorization.
- Do not overload electrical circuits. Decorations must adhere to the standards applied to all electrical equipment and should not be left on when unattended.
Emergency Preparedness

Each residence hall on the USU Eastern campus has emergency procedures for managing fires, tornadoes, bomb threats or explosions, releases of toxic substances, civil disturbances, and earthquakes. Staff members have been trained to direct and assist residents during these emergencies. All students must be familiar with the designated assembly areas for their residence halls. Students who do not evacuate to these assembly areas during an emergency may face University disciplinary action.

In the event of a bomb threat, explosion, release of a toxic substance, civil disturbance, or earthquake, staff will notify residents and direct them to a safe location.

Fire Evacuation Procedures

Take all fire alarms seriously! The building must be evacuated immediately. Anyone discovering a fire should activate the nearest fire pull station and call 911.

- Close all doors.
- Exit the building – in an orderly manner – through the nearest smoke-clear stairwell. Never use an elevator during an evacuation.
- Once outside, go to your designated assembly area and wait for further instructions.
- If exits are unavailable or inaccessible due to heat or smoke:
  - Close the room door and use wet towels or other cloth items to seal around the door.
  - Wave a towel or sheet in front of the window to gain attention.
  - Should air in the room become difficult to breathe, open or break out the top windowpane and open the window approximately four inches. Cover yourself with a wet sheet or blanket and seal off breathing space at the bottom of the window.
  - Listen for instructions from rescuers.
- If resident fails to evacuate the building during a fire alarm the student will be documented under USU Eastern housing policy. Fees will be given as necessary.

Medical Emergency

If a resident or guest requires immediate medical attention, call 911. You should also notify the nearest RA or Residence Life staff. Residence hall staff members are not permitted to transport students to the hospital.

Prohibited and Restricted Items

To ensure the safety of everyone in the residence halls, we cannot allow some things in your room or in the building. The Office of Residence Life will ask residents to remove dangerous or prohibited items from their rooms. If a resident fails to comply, the Hall Director will confiscate the item. During health and safety inspections, University officials may confiscate prohibited appliances and items including, but not limited to, those listed in the Residence Life Policies and Procedures guide.

Electrical appliances permitted in the residence halls must be:

- underwriter Laboratory (UL) listed;
- equipped with thermostatic controls when appropriate;
- rated at 700 watts (6 amps) or less; and
- have an automatic shut off

These items can include:

- computer equipment
- electric blankets
• surge strips (Type “S” or “SJ” or with 14-gauge wire are the minimum permitted. Extension cords and surge strips and protectors using the LCDI technology, such as Fire Shield®, are strongly recommended.)
• fans
• hair dryers
• microwave ovens
• refrigerators (three cubic feet in size unless otherwise approved by the Hall Director)
• audio equipment
• televisions
• home entertainment equipment

**Safety Concern or Disturbance**

If you encounter a safety problem (such as broken doors or windows) or a disturbance in the residence hall, contact the RA Phone (435-650-8887) immediately. For fire, an emergency, or injury, call 911.

**Tornado/Severe Weather**

If severe weather hits the area:

• A tornado watch indicates that the conditions are necessary for a tornado to exist. During a watch, pay attention to radio and TV for additional information.
• A tornado warning indicates that a tornado has been sighted in the area. Be prepared to move to the nearest designated internal assembly area in your building.
• Safe locations include interior hallways and interior restrooms designated as safe assembly areas on Residence floors. In larger public areas, staff members will direct people to locations that are constructed of interior walls and are away from glass doors and windows.
• In general, during a tornado warning or watch, everyone should stay:
  o In the building in a safe area
  o Away from exterior walls, doors, and windows, including stairwells, lounges, and lobbies
Contract Information

Administrative Room Changes
The Office of Residence Life reserves the right to administratively move a resident from his/her room assignment to another assignment if it is believed that the resident poses an imminent threat of physical or emotional harm to an individual, physical harm to property, or a significant threat to the stability of the community. In most cases, this move will be made pending a student conduct hearing.

Living Agreement Cancellation
There are two living agreement options. Option I is issued for one academic year (two semesters). Option II is for a single semester. You or the University can cancel your living agreement. You may cancel the housing portion of your living agreement at any time by submitting a written request to the Office of Residence Life in the Jennifer Leavitt Student Center (JLSC) room 213 or by emailing Sharon Jones at sharon.jones@usu.edu. Below are the cancellation terms in your living agreement pertaining to housing and dining services.

Cancellation on or after the starting date of the contract:
- Cancellation on or after the starting date of the contract: You will be charged the rental amount through the housing Cancellation Date, plus a $400 breakage fee.
- Requests to appeal agreement breakage fee must be submitted in writing to the Residential Life Housing Office. Appeals will be evaluated on a case by case basis and the student will be notified within 10 working days of the appeals committee decision.

If, as a result of a disciplinary action, you are expelled from university housing, but remain enrolled at USU Eastern, you will be assessed a breakage fee of 100% of the remaining living agreement balance.

If, as a result of a disciplinary action, you are suspended or expelled from USU Eastern, or as a result of a disciplinary action become otherwise ineligible for housing, you will be assessed a breakage fee of 100% of the remaining living agreement balance.

Eligibility for University Housing
To be eligible to reside in the residence halls, you must be:
- Registered for a minimum of 6-credit hours through Utah State University
- Deemed eligible by the Vice Chancellor. Upon loss of eligibility, you agree to vacate your unit within three (3) calendar days, and the cancellation and release provisions of the living agreement will determine your remaining contractual obligations.

Payment policy
The total balance for each semester must be paid in full or the student must be on a payment plan by the end of the second week of school. Failure to pay for the housing contract after the two weeks will result in removal from the residence hall.

Fines and Additional Charges
The Trustees of USU Eastern have granted the Office of Residence Life the authority to establish and assess fines for failure to comply with residence hall regulations.
Listed below are the rules and regulations that all contracted residents and their guests are expected to uphold when they choose to live in USU Eastern residence halls. These standards are designed to create and maintain an environment of academic achievement, comfort, safety, and respect for all who live in and visit the residence halls. These standards are in addition to the University-wide standards expected of all USU Eastern students as outlined in the Student Conduct Code, hereafter referred to as the Code. Violations of these Code and/or these Residence Life Policies and Procedures may result in University disciplinary action.

Good Neighbor Policy / Courtesy Hours

Good neighbors respect the right and privileges of others and recognize that apartment living requires each resident be aware of how their behavior affects other residents. Residents agree to refrain at all times from creating loud noises and other disturbances that may adversely affect the neighbors of reasonable sensitivity. Any impacted resident is empowered to request that another resident lower an affecting noise level at any time. Courtesy hours are in effect 24 hours a day!

Quiet Hours

During Quiet Hours all residents agree to keep themselves, visitors, and guests from any unreasonable behavior that would interrupt their neighbors’ sleep or study. Unreasonable noises and disturbances at all times include, but are not limited to: Loud volume radios, television, stereos, vacuums, pianos, musical instruments of other amplified, mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment). Excessive and loud behavior such as jumping or pounding in the apartment, loud noise in and around common areas, parking lots, laundry rooms, community centers, balconies, stairwells or lobbies. Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory racial or ethnic comments.

The following Quiet Hours are established for Student Housing:

Sunday – Thursday: 11 p.m. - 9 a.m.
Friday and Saturday: Midnight - 10 a.m.
During Finals week: 24-hour quiet hours

Residents can be fined $25 for each occurrence of non-compliance during the school year, as well as a $50 fee for non-compliance during finals week.

Emotional Assistance Animal

While Residence Life at USU Eastern recognizes the need for emotional assistance animal, the department must also maintain a level of safety and sanitation in the residence halls. Therefore, the Office of Residence Life has implemented a few basic regulations for possessing an emotional assistance animal in the residence halls. Any violations of the regulations below will result in a fine and a review of the comfort animal expectations. The second violation will lead to the dismissal of the animal from the hall.

As a housing policy all emotional assistance animals must:

- Be leashed and under the control of the handler at all times
- Not be tethered outside
- Be kenneled when left alone in a room
- Have current veterinary and licensing certificates
• Be trained to used the bathroom outside and the owner is responsible for all cleanup

In addition, the following regulations must be upheld:
• Noise and barking must be kept to a minimum
• Comfort animals are not permitted in classroom buildings and must remain in the residence of the handler
• A current photograph of the animal must be kept on record with the campus Academic Access Center

If emotional assistance animals are not trained to use the bathroom outside our maintenance staff will evaluate the room based on smell, stains, and overall condition of the carpet and room furnishings at the end of each semester. If professional cleaners must be contracted the owner of the emotional assistance animal will forfeit their $100 deposit and also pay for any additional cleaning charges. If you have any further questions you may contact the Housing Director at 435-613-5448 or jeff.spears@usu.edu.

At the beginning of each semester students are required to meet with the campus Academic Access Center to sign a new contract and evaluate the previous semester. The Academic Access Center may be reached at 435-613-5337 or at karl.burnside@usu.edu.

Visitation Policy

USU Eastern provides a visitation policy that strives to recognize and balance the following priorities:
• The need to provide options to students and parents who have different desires regarding visitation arrangements.
• The need to maintain a safe environment in the halls.
• The need to respect students' desire for privacy.
• The need to recognize the value of visitors in a vibrant, educational community.

In balancing these priorities, Utah State University Eastern Residence Life outlines the following Policies and Procedures on Visitation.

Guests
• No person may enter a hall or living unit in which they do not live without an escort who is a resident of that hall or living unit. Guest of residents must be escorted at all times within the residence halls.
• Residents may host guests overnight in the residence hall except during break periods or at the discretion of the Hall Director. No more than two guests per resident are allowed to stay overnight in a room. Hosts must receive permission from all roommates in order to have an overnight guest, and it is the responsibility of the host to register the guests. Guest registration procedures can be obtained by contacting the Office of Residence Life.
• Overnight guests can be of the opposite gender of the residents assigned to the room or apartment suite. A roommate agreement form MUST be filled out each time this occurs.
• Residents are responsible for the behavior of their guests while guests are on residence hall grounds.
• Any guest behavior that violates College Policy can result in hosts being held accountable in the campus conduct system. The Hall Director reserves the right not to allow particular guests to be present in the hall if his or her behavior creates a disturbance to the other residents or hall staff.
• Under all circumstances and at all times, the privacy of a roommate takes priority over a guest.
• In an attempt at keeping everyone reasonably comfortable in their own living space, overnight guests may not stay more than three (3) consecutive nights and no more than eight (8) nights per semester.
• Guests must have picture identification on their person at all times and be able to easily produce a copy of their overnight guest registration form upon request of any University or Housing official.
• Guests(s) will be subject to immediate eviction and trespass if his or her behavior is deemed inappropriate.

Outside Visitation
Guests of the opposite sex are prohibited from spending the night in any room, apartment, or suite. In the best interest of the visitation priorities at USU Eastern, guests are not permitted to stay in a suite, room or apartment after 2 am. If guests are of the same sex and want to stay the overnight, please refer to (1) A above for the proper procedure. Guests are allowed in all common areas after 2 am. This would include: lounges in common areas and study rooms.

In-Hall Visitation
• "In-hall" visitation will end at 2 am for all guests. After 2 am, students are encouraged to use the common areas for visitation purposes.
• Students in the same hall who are of opposite gender must follow General Visitation rules.

Cohabitation Policy
Cohabitation exists when a person who is not assigned to a particular residence hall room uses that room as if he or she were living there. Cohabitation is not permitted. Examples of this may include, but are not limited to: accessing the room while the assigned occupants are not present, utilizing a key to enter a room to which one is not assigned, keeping clothing and other personal belongings in the residence hall, sleeping overnight in the room on a regular basis, using the bathroom and shower facilities as if they lived in that room. When a guest’s continual presence hinders a roommate’s ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy as well. Violations of this policy may result in the termination of the resident’s contract hosting the cohabitating guest.

Room Responsibility
• Residents are responsible for any activities, policy violations, or damages that occur in rooms and apartments/suites to which they have been assigned when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damage occurred. This includes activities, policy violations, or damages caused by guests of residents.
• Residents or guests who are present in a residence hall room and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a University official and/or has left the room upon discovering the violation.
• Painting or furniture modification, including the possession of public-area furniture in individual rooms or apartments/suites, is prohibited. A user/relocation fee of $5 per day or $25, whichever is greater, may be assessed for the unauthorized moving of furniture.
• Personal furniture and other belongings are prohibited from being stored in public areas.
• Modification of permanent wiring within a hall or living unit is prohibited.
• Window screens must be secured at all times. Resident may be charged a replacement fee.
• Window surfaces must be kept 25% clear of all opaque materials, such as aluminum foil, posters, or signs.
• Residents must not operate a commercial business from their rooms or from any part of the residence halls.
• Residents who are living alone in a double-occupancy bedroom and have not been approved to have the room as a “double as a single” will be expected to clear one-half of the room within 24 hours of being notified that another resident is moving into the room.
Keys

All residence hall keys are the property of USU Eastern and may not be loaned or duplicated by residents. Lost keys must be reported immediately to the residence hall staff. Found keys must be given immediately to residence hall staff. When a resident loses a key, the resident will be charged a $75 fee for replacing all necessary locks and keys.

Lock Outs

Residents are expected to be responsible for their keys at all times. While residence hall staff will unlock a resident’s room door when the resident loses or forgets his or her key, charges will apply as follows: Lock-outs done between 8a.m. and 12a.m. residents will acquire $20 fines starting with the fourth occurrence. Lock-outs done between 12a.m and 8a.m. residents will acquire $20 fines starting with the first occurrence.

Prohibited and Restricted Items

For health, safety, and insurance liability reasons, residents are prohibited from having the following items in their rooms:

- Flammable liquids and other similar materials
- Open-coiled appliances and heaters, including, but not limited to, immersion coils, pottery water-warmer, toaster ovens, hot plates, stoves, indoor grills, exposed burners (including popcorn poppers without self-contained heating units), microwaves, and large power tools.
- Fire/open flame materials or high-heat producing devices, including, but not limited to, lighters, matches, candles, candle warmers, burning incense, incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal and propane grills, sun-lamps, and tanning beds.
- Antennas or wires extending outside room windows.
- Waterbeds.
- Firearms or other weapons, per the Code.
- Alcoholic beverages, Illegal Drugs, and/or related paraphernalia, per the Student Alcohol and Other Drug Abuse policy.
- Mopeds, motorcycles, and other similar vehicles.
- Animals, per the Code, including fish.
- All containers of alcohol are prohibited, even if the containers are empty. This includes liquor bottle or beer can displays that are meant to be decorative.

Rights and Freedoms

Actions that infringe generally upon the rights and freedoms of other students are prohibited, regardless of the intention behind the actions. Such actions include, but are not limited to, harassment, intimidation, discrimination, coercion, and threat. Sexual harassment, racial harassment, and harassment based on sexual orientation, as listed in the Code, are prohibited.

Tobacco

Tobacco products, both smoking and smokeless, are prohibited within the residence halls. Smoking is prohibited within 25 feet of the residence halls, per the Utah Clean Indoor Act.

Selling and Soliciting

Door-to-door sales or solicitation in the residence halls is not permitted. Resident and student organizations registered with ESA may obtain permission to sell merchandise or services in the public areas of the residence halls. Such activities must conform to other residence hall policies, standards established by the University, and University contracts with private vendors and suppliers.

Utah State University Eastern – Office of Residence Life
Fire Equipment and Safety

- Tampering with any firefighting equipment, including but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems, is prohibited.
- Propping doors of residence halls is prohibited.
- Unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, and offices, is prohibited.
- Improper use of kitchen/cooking equipment is prohibited.
- Blocking hallways and doors with personal items is prohibited.
- Repeated actions that activate the hall fire and smoke detection system, either purposefully or accidentally, are prohibited.
- Bonfires or campfires are prohibited on residence hall property unless specifically authorized.
- Failing to vacate the residence hall when directed to do so by residence hall staff, emergency staff, or the sounding of a fire/smoke alarm is prohibited and will result in a $100.00 fine.

Dining Facilities

- Misuse of a University ID card being used for dining facility privileges is prohibited. ID cards are not to be used by anyone other than the ID card owner.
- Reusable tableware (china, glass, silverware, and trays) are not to be removed from the dining area without permission of a dining supervisor.
- Nothing is to be thrown anywhere in the dining area.
- Patrons are to remove their trays, table service, and/or trash to the designated area.

Unit Disciplinary Action

General regulations governing the behavior of residence hall units are set forth in the Code. A residence hall living unit is subject to unit disciplinary action whenever violations due to actions or activities occur either within or near the residence halls or on any University property. Violations not within these boundaries will be referred to the Vice Chancellor’s Office. Specific provisions regarding disciplinary action that can be taken against residence hall units are as follows:

- Damage to public areas and furnishings within a residence hall is considered to be the responsibility of the residents of that building, unit, or floor. If individuals responsible for damage cannot be identified, the residents of the building, unit, or floor will become collectively responsible for the cost of repair and/or replacement.
- In situations where the damages are extreme or repetitive and/or the unit is severely disruptive, the building, floor, or unit may be disbanded and the residents reassigned to other residence hall.

Cooking

Apartments in Tucker Hall and select units in Aaron Jones Hall are designated as cooking units. Students in these units are expected to keep cooking equipment clean and sanitary. Residents who demonstrate irresponsible use of any cooking equipment (i.e., setting off the building fire alarm system by cooking) may lose the privilege of using such equipment.

Residents living in Sessions, Burtenshaw, and select units in Aaron Jones Halls are designated as non-cooking units. Residents may not possess any heating, boiling, or cooking equipment in their room (including George Forman Grills); if found, these items will be confiscated immediately. Microwaves are allowed in Cooking, Deluxe Suites and Suites but are NOT allowed in the bedrooms.


Student Conduct

Disciplinary Procedures
If you are alleged to have violated a University policy, Housing and Residence Life policy, rules and regulations, and/or federal, state, and local laws, whether on or off campus, you may be subject to disciplinary action including immediate eviction from Housing facilities. Alleged violations will be handled as follows.

Substance Use Violations
Possession, consumption, distribution, manufacture or storage of alcohol and/or illegal drugs anywhere on campus is prohibited by the USU Student Code. Off-campus University functions are subject to federal, state, or local laws. Crimes committed on or off campus violate University standards and may subject student to discipline under the nonacademic section of the student code. Disciplinary actions, which may include referral to the Substance Abuse Program, probation, suspension, and/or expulsion, are designed to maintain the institution’s integrity, protect individual rights, and help students solve personal problems. Violation of this code by students under the age of 21 may also result in parental notification. Staff and students are expected to report violations of campus regulations to the Office of the Vice Chancellor for Student Services.

Housing Alcohol/Drug Policy and Sanctions
The Utah State University Student Code prohibits possession, consumption, sale, distribution, manufacture, or storage of any alcoholic beverage (including beer) on University property. Housing regulations further prohibit possession or storage of full or empty alcoholic beverage, bottles/containers/receptacles, as well as brewing kits. These prohibitions apply equally to all residents regardless of age.

Possession and/or use of any controlled substance without a valid prescription is illegal. Sale, manufacture, and/or distribution of all controlled substances are illegal as defined by United States and State of Utah laws. Alcohol and drug violations are subject to investigation and/or prosecution by University, local, and/or other law enforcement authorities.

Residents are responsible for their own behavior and that of their guests. All alcohol and drug incidents will be documented by Housing staff, with copies placed in the resident’s file. Possession of alcohol or drugs, or any violation of University or Housing policy while under the influence of alcohol, drugs, or intoxicants, constitutes an alcohol/drug violation. Residents choosing to violate these policies must accept the consequences for their actions. The presence of prohibited items can be construed as evidence of use, consumption, and/or trafficking, or at least an aggravating factor connected with illegal activity. Consumption of alcohol on-campus at Utah State University is strictly prohibited.

NOTE: The University may elect to contact the parents of students under 21 involved in alcohol and/or drug violations.
**Alcohol and Illegal Drug Referral Policy for Campus Residents**

### Alcohol

#### Minors – First Offense
- Meet with Hall Director and/or Director of Student Conduct to review policy and discuss the violation
- Complete Sanctions or Other Consequences as determined by the hearing officer
- Referral to the Counseling and Disability Resource Center for Alcohol, Tobacco, and Other Drugs (ATOD) educational course

#### Minors – Second Offense
- Meet with the Director of Student Conduct review policy and discuss the violation
- Behavioral contract assigned including educational sanction and disciplinary probation with Housing

#### Minors – Third Offense
- Eviction from Housing

#### Over 21 – First Offense
Meet with Hall director and/or Director of Student Conduct to review policy and discuss the violation
Referral to the Counseling and Disability Resource Center based on staff discretion for ATOD course

#### Over 21 – Second Offense
- Meet with the Director of Student Conduct to review policy and discuss the violation
- Automatic referral to the Counseling and Disability Resource Center for ATOD course
- Behavioral contract assigned including educational sanction and disciplinary probation with Housing

#### Over 21 – Third Offense
- Eviction from Housing

### Illegal Drugs

#### All Residents - First offense
- Meet with the Director of Student Conduct to review policy and discuss the violation
- Automatic referral to the Counseling and Disability Resource Center for ATOD course
- Behavioral contract assigned including educational sanction and disciplinary probation with Housing

#### All Residents – Second Offense
- Eviction from Housing

Furthermore, possession of paraphernalia associated with the use, possession, or manufacture of a controlled or illegal substance is prohibited on the USU Eastern campus.
The residence halls are closed between the fall and spring semesters, but temporary space on campus may be available during these periods for a fee. Please contact the housing office for any questions regarding the calendar.

The residence hall opening and closing calendar is as follows for this academic year:

- Thursday, August 25, 2016 at 10 a.m.: Residence halls open for freshman
- Friday, December 16, 2016 at 5 p.m.: Close for Semester Break
- Friday, January 6, 2017 at 12 p.m.: Residence Halls Reopen
- Friday, May 5, 2017 at 5 p.m.: Close for Academic Year
Contact Information

RA Phone: 435-650-8887
Office of Residence Life: 435-613-5289
   BDAC: 435-613-5371
   Computer Lab: 435-613-5376
   Dining Services: 435-613-5767
   Library: 435-613-5209
   Testing Center: 435-613-5325
   Campus Information: 435-613-5200

Campus Security:
   Daytime: 435-613-5612
   Anytime-Dispatch: 435-637-0890
   Emergency: 911