



Chapter 07

Residence Life Handbook

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07.001 – Welcome to Eastern Residence Hall

Welcome to Eastern Oklahoma State College's Residence Life program. Eastern is committed to providing students with a safe and comfortable living and learning environment that will enhance academic success. Living on campus provides students with an opportunity to live in an environment composed of individuals with diverse academic interests, backgrounds, cultures, races, and experiences. The Residence Life Handbook will help you become acquainted with Eastern's Residence Life program and provide important information regarding your new home.

07.002 – Residence Life Staff

The Office of Student Affairs employs trained personnel to ensure a comfortable and positive living experience. The Office of Student Affairs is located in the E.E. Tourtellotte building, Room 208. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Student Affairs can also be reached by calling 918.465.1818 or emailing housing@eosc.edu.

Vice President of Student Affairs

Oversees all aspects of resident life including student housing, activities, health and safety programs, and disciplinary issues.

Executive Assistant to Student Affairs

Responsible for managing office procedures, maintaining student records, coordinating housing assignments, ensuring timely rent payments, planning and leading student activities, supervising student workers, and assisting in special events.

Director of Student Life

Responsible for planning and coordinating student activities and programs, student health and safety programs, and disciplinary issues. Serves as the Title IX Coordinator.

Residence Hall Coordinator

A live-in professional who is responsible for the smooth operation of each residential facility. He/she supervises the student Resident Assistant (RA), manages the check in/check out process, coordinates hall meetings and activities, and performs room checks.

Resident Assistant (RA)

Most floors of each residence hall have designated Resident Assistants who serve as the primary resource to the student residents for information and assistance. They help in planning activities and work with the Office of Student Affairs to create and to maintain an environment conducive to academic, personal, and social growth. RAs are selected on the basis of academic achievement, leadership ability, and commitment to the benefits of on-campus living. They are responsible for assisting visitors and guests, communicating emergency maintenance requests, performing room checks, and other tasks that may arise.

Contact Information

| | | |
|---------------------------|--|--------------|
| Office of Student Affairs | E.E. Tourtellotte, 2 nd Floor | 918.465.1818 |
| Director of Student Life | E.E. Tourtellotte, 2 nd Floor | 918.465.1767 |
| Campus Police | Bill Hill Library | 918.448.2365 |

07.003 – Conditions of Student Housing

The Eastern Housing Application is a binding agreement between Eastern Oklahoma State College and the residents for campus housing and meals. A non-refundable housing reservation fee is required for housing applications to be considered complete. Housing assignments are made on a first-come, first-serve basis according to the date the housing reservation fee is received.

East Campus Apartments, Mountaineer Village, and Regents Court Apartments require a refundable security deposit. The security deposit must be received before move-in.

Students applying to live in campus housing must submit the following for the Housing Application to be considered complete:

- Completed Resident Hall Application
- Documentation of Meningococcal Vaccine Waiver
- Non-Refundable Housing Reservation Fee
- Security Deposit for Apartments

Housing costs, including fees and deposits, are approved and published online annually.

07.004 – Housing Agreement

All students must sign a lease or agreement in order to live in College housing. Failure to adhere to the terms of this agreement will constitute grounds for consequences up to and including expulsion from on-campus housing.

07.005 – Meal Plans

All residents residing in residence halls, East Campus apartments, and Regents Court Apartments are required to purchase a meal plan to be used on campus. Students must present their Mountaineer Card (campus ID) at on-campus dining venues. Each meal plan includes Mountaineer Bucks that can be used for snacks and drinks at the Cyber Café between meals. Students can also use their Mountaineer Bucks to purchase a meal for guests.

All meal plans and original Mountaineer Bucks associated with a meal plan expire at the end of each semester and will not be refunded or carried over to the following semester. Visit eosc.edu/dining for more information about pricing, menus, and hours of operations, etc.

07.006 – Payment of Accounts

Students must pay for room and meal fees in accordance with Eastern's schedule. Students who are habitually late or become more than one payment behind are subject to removal from campus housing and all cancellation fees.

07.007 – Limitation of Liability

Although reasonable precautions are taken to maintain adequate security, the College cannot guarantee the safety of and does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property, which occurs in its buildings or, on its grounds prior to, during, or subsequent to the period of the Housing Agreement or lease. The student and his/her guarantor are encouraged to carry appropriate insurance to cover such losses. Refunds are not made for unused Mountaineer Bucks or meals, or mechanical, heating, air conditioning, plumbing, or electrical malfunctions, natural disasters, illness or any other reason.

07.008 – Rights of the College

Residents must abide by the rules and regulations in the Residence Life Handbook, the Student Handbook and other College policies, as well as local, state, and federal laws. Eastern reserves the right to: inspect rooms for damages, health and safety issues, and infractions of College, state, and federal regulations; consolidate or close entire or partial buildings, floors, and rooms due to safety considerations, renovations, or energy conservation; refuse admission or readmission to College housing; or cancel the housing agreement or lease during the term due to student's failure to meet College requirements, policies, or regulations.

Eastern reserves the right to administratively remove a resident from campus housing who poses a danger to the health, safety, or welfare of any student, employee, and guest of the College and/or any of its property.

07.009 – Campus Room Policies and Procedures

Room Assignments

Eastern housing reserves the right to make all room assignments. Assignments of a room does not guarantee college admission. Assignments will be based on College policy and optimum learning. This may vary from year to year. The Office of Student Affairs cannot guarantee preference, but requests will be honored when possible. If all preferences are unavailable due to facility capacity, residents will be placed on a waiting list in the order that they are received. Generally, housing assignments will be made by mid-July. Students not occupying their assigned spaces by the first day of classes will still be bound by the agreement but may lose their assigned space and be reassigned to other accommodations. The Office of Student Affairs assigns roommates without regard to race, color, national origin, religion, age or other categories as may be applicable under state or federal requirements.

Single Occupancy

Residents may request a single room by completing the Single Room Request Form and submitting it with the Housing Application. Single rooms are available on a limited basis and cannot be guaranteed. The cost of a single occupancy room is higher than a double occupancy room and these fees cannot be waived.

If a resident is occupying a double room without a roommate, the resident must keep the unoccupied half of the room in a condition that would allow another resident to move into the room on short notice. The College reserves the right to periodically inspect half-filled rooms.

If a resident occupies a double room without a roommate, the college reserves the right to bill at a higher, single occupancy rate. Students who wish to avoid the higher rate should contact a Residence Life staff member to arrange for a roommate. Students wishing to occupy a single room must sign a single room contract.

Room Consolidation

The College reserves the right to reassign rooms at any time to make effective use of available space, to consolidate residents, and to use unoccupied space in any residential facility. If a resident moves out of a double occupancy room and the remaining student is not assigned a roommate, the remaining resident may be asked to select one of the following options:

- Elect to pay the single occupancy room rate and retain the room privately. This option is only available when space is available. Students will be required to sign a Single Room Request Form and the single occupancy room rates will be calculated on the remaining prorated portion of the housing contract.
- Choose to move into another half-filled room in the residence hall.
- Find another resident in a half-filled room who is willing to move into the current resident's room.
- Be prepared to accept a new roommate at any time by:
 - Keeping the unoccupied half of the room in such condition that would allow another resident to move into the room on short notice.
 - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
 - Agreeing to accept a roommate assigned by the Office of Student Affairs.

This consolidation policy does not require an individual to move out of his/her campus housing but could require residents to pay for a single occupancy room or consolidate with another individual who is living alone in a double occupancy room.

Room or Roommate Changes

A room or roommate change may be requested in writing to housing in circumstances that warrant a room change. All roommate changes must be approved by the Housing Office. One room change request per academic year may be granted at no cost. There will be a \$50.00 room change fee for each additional move. Additional room changes may result in additional fees.

Room Keys

Upon check-in residents are issued a room key. Under no circumstances should residents loan out or give their keys to another person. Residents will be held responsible for all losses and actions resulting from such. Under no circumstances are residents permitted to have College keys duplicated, or locks altered. Any evidence of such activity will result in immediate disciplinary action. Residents must immediately report the loss of keys to their Resident Hall Coordinator or the Office of Student Affairs from 8:00 a.m. to 4:30 p.m. Monday through Friday. A key replacement fee of \$150.00 per key will be charged to the resident's account and a new key will be issued. All residents must turn keys into the Office of Student Services upon checkout or be assessed a penalty.

Lost Keys

Residents are responsible for each key issued to them. Residents are required to report lost keys to their Residence Hall Coordinator and/or the Housing Office as soon as possible. Students are only issued keys for their assigned room, hall, or apartment. **There is a \$150.00 per key charge for a lost residence hall or apartment key.**

07.010 – Check-In and Check-Out Process

Check-In Process

The Office of Student Affairs will announce a move-in schedule prior to the beginning of the fall semester. Upon checking in, residents will receive a room key and Resident Hall Inventory Checklist. Residents are responsible for completing the Resident Hall Inventory Checklist which will be signed by both the resident and a Residence Life staff member during the check-in and check-out process. It is important to accurately complete the checklist because it will serve as the basis for any fines and charges related to the damage of any furnishings and facilities.

Check-Out Process

In order to check-out properly, residents should remove all personal belongings and thoroughly clean all areas. Residents must schedule an appointment to meet with the Housing Staff to check-out. Staff will use the Residence Hall Inventory Checklist that was completed upon check-in to inventory the room, assess any damages, and collect keys. If a resident is not returning to campus housing for the next semester, has completed all the terms of the contract, and there is no damage to the room upon check out, the security deposit will be refunded where applicable. Residents who fail to check out properly will forfeit their deposit and be responsible for any damage or loss in their residence.

Resident Hall Inventory Checklist

This contract is a checklist of room furnishings and signed by each resident and a Residence Life staff member during check-in/check-out. Either resident (double occupancy) or a single resident of each room will be responsible for the condition of the room and all furnishings. Residents share equal responsibility for reimbursing the college for any damage(s). Residents may also be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests, such as outside walkways, equipment in the laundry room, etc. Upon checking into a room, each student has a responsibility to complete a Room Condition

Contract with a Residence Life staff member. When students check out of their room, charges will be assessed for any damage to the room which has occurred during occupancy.

07.011 – Abandoned Property and Confiscated Property

Personal effects and other property of value that has been abandoned at the end of the semester or after a student has checked out and not claimed within forty-eight (48) hours shall be considered abandoned property and may be retained by the College as its property or may be disposed of through sales, donations, or in such a manner as the Office of Student Affairs determines. All confiscated items left uncollected after thirty (30) days will be considered abandoned property.

07.012 – Solicitation and Postings

To protect residents from unnecessary disturbances, soliciting in and around all residential facilities is prohibited. Unauthorized sales/solicitation activity or use of residential space/service to conduct a private business enterprise, whether legal or illegal, is expressly prohibited. Residents are not permitted to use rooms for any commercial purposes. All postings and advertisements must be approved by the Housing Office, are limited to designated areas, and must be posted by Residence Life staff members only.

07.013 – Damages and Cleaning

Any damage to the room other than what is noted on the Residence Hall Inventory Checklist at the time of checkout will be assessed according to the student(s). Both residents (double occupancy) or the single resident (single occupancy) of each room will be responsible for the condition of the room and all furnishings. Residents share equal responsibility for reimbursing the college for any damage(s). Charges for damages and/or cleaning will be assessed against the student(s) by the College and must be paid promptly.

Eastern, at its sole discretion, shall make the determination of the amount of such loss or damage. Any damage to common areas, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, etc., will be charged to the individual(s) responsible. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor, apartment, wing, or the entire complex, whichever is appropriate.

07.014 – Furniture – Student Housing

No College property, including room and lounge furnishings, may be moved from its original place within the buildings (room to room) or taken without the written authorization of the Housing Office. In addition, furniture is not allowed in any walkway/hallway. Small chairs, excluding lawn furniture, recliners, etc. are allowed to be added to the rooms, if they are not taken from other areas of the residence hall.

07.015 – Room Care and Room Decorations

Residents are responsible for the care and good/safe order of their rooms and residence hall facilities.

Residents may not make alterations to rooms or halls without the express permission of the Office of Student Affairs. Decorations are encouraged as long as they do not create hazard or cause damage to the room. The use of tape or nails is not allowed because of the damage to surface materials and finishes. Putty provided by housing is the only means by which residents may hang items. The use of nails, tape, or other means will result in forfeiture of the deposit and the resident may be charged additional fees depending on the level of damage. Students may not remove any furniture that is assigned to their rooms.

- All decorations should be temporary in nature so as not to permanently deface or damage the room's finish.
- No nails, tacks, or screws may be used in the rooms. Permanent stickers should not be placed on doors, mirrors, walls, or furniture. Adhesive wall hangers other than provided putty are NOT allowed, students assume full responsibility for creating and removing any putty from walls. In addition, any damage from improperly used putty will result in additional fines depending on the extent or damage.
- Residents are not allowed to paint their own rooms. In addition, students are prohibited from removing or altering portions of any College furnishings assigned to a room, such as bed frames, desks, dressers, etc.
- Banners, bedding, flags, and aluminum foil are not permitted on windows.
- Obscene materials, including but not limited to, pornographic literature, explicit media, and displays of profanity or language that is offensive to others may not be displayed.
- Appliances are limited to those with closed coil elements. Each room is allowed a microwave oven (under 700 watts) and a small refrigerator (equal to or less than five (5) cubic feet).
- AC units, camp stoves, ceiling fans, halogen lamps, space heaters, power tools, air fryers, electric skillets, break makers, griddles, hot plates, oven broilers, indoor grills, toasters or toaster ovens, and hot oil poppers are prohibited.
- Candles, wax warmers, potpourri burners, and incense are considered fire hazards and are prohibited. Strong air fresheners or unapproved air freshening devices such as hanging car devices or dryer sheets placed into air vents are not allowed.
- Electric scooters, skateboards, hoverboards are prohibited.
- Rugs may be placed on the floor, but rug tape or other adhesive cannot be used to hold the carpet down.

07.016 – Courtesy Hours

Residents are expected to respect the rights of other community members to be able to study and sleep in their rooms. Excessive noise or rude disorderly conduct is unacceptable at any time. If students are asked to be quiet by a student, resident assistant, or staff member, they are expected to cooperate and meet the request. Quiet hours are as follows:

| | |
|---------------------|------------------------|
| Sunday – Wednesday | 11:00 p.m. – 8:00 a.m. |
| Thursday – Saturday | 1:00 a.m. – 8:00 a.m. |

07.017 – Visitation and Curfews

Residents that are visiting another residence hall must adhere to the visitation hours as follows:

| | |
|---------------------|------------------------|
| Sunday – Wednesday | 8:00 a.m. – 11:00 p.m. |
| Thursday – Saturday | 8:00 a.m. – 1:00 a.m. |

If the visitor does not live in that, or any residence hall, they must also adhere to these visitation hours. Students are responsible for making sure that their guests abide by these policies.

There are no required hours to be in your assigned room; residents are free to come and go. At all times the volume on radios, stereos, TV's, etc. must be turned down to a level such that it does not interfere with the rights of others to study and sleep. The athletic department may choose to implement team or individual curfews.

07.018 – Housing Overnight Guests

No guests (including significant others such as spouses, boyfriends, or girlfriends, etc.) are allowed to stay overnight in campus housing except under extraordinary circumstances and with the permission of the Vice President of Student Affairs or his/her designee. In a double occupancy room. Both residents must consent. Students may request permission in writing (twenty-four (24) hours in advance of arrival) to have an off-campus guest(s) stay in their room or apartment. A fee of \$10.00 per guest, per night will be assessed to the host/hostess.

Guests and visitors will be responsible for adhering to the same policies and regulations as residents. In addition, hosts/hostesses of guests will be held responsible for the behavior of their guests and visitors. Guests must be registered with the Office of Student Affairs and may not stay longer than two (2) consecutive nights with the host student. After this period, an individual's guest privilege will expire, and the guest must leave the residential facility.

07.019 – Mandatory Housing Meetings

Mandatory Residence Life meetings are conducted at various times throughout the academic year. Meetings will be announced and posted in advance. Attendance is required and students who are absent may be subject to a disciplinary fine. Residents who are absent from mandatory meetings are still responsible for receiving the information discussed. Residents who are unable to attend the meetings must notify Student Housing at least twenty-four (24) hours in advance.

07.020 – Tobacco Free Policy

Eastern is a tobacco-free environment. Smoking and the use of all tobacco products (including, but no limited to, cigarettes, pipes, smokeless, tobacco, e-cigarettes, vapes, and other tobacco

products) are prohibited throughout all indoor and outdoor areas owned or under control of Eastern, including all land, buildings, parking lots, athletic facilities, and college-owned vehicles.

This includes students, guests, or employees using tobacco products in their personal vehicles while parked on Eastern property.

07.021 – Drugs and Alcohol Use - Housing

The possession of or use of illicit drugs, including marijuana with or without a prescription are not permitted in residential facilities or in any other campus buildings. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of such substances. Residents found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to College disciplinary action and possible arrest, imprisonment, or fine according to state and federal laws. Residents are responsible for items, including drugs and/or alcohol found in their room. Regent's Court Apartment residents may be held responsible for any illegal or prohibited substances found in the common area as well as their own rooms. Students are to report any drugs and/or alcohol found in their living area, immediately to their Resident Hall Coordinator or Campus Police.

Additional Treatment and Information Resources:

- Center for Substance Abuse Treatment & Informational Referral Line 1.800. 662.HELP (4357)
- National Council on Alcoholism and Drug Dependence Hope Line 1.800.622.2255 (24 hours a day)
- National Institute on Drug Abuse and National Institute of Health 1.800.729.6686, 1.800.437.4889 (TDY)
- Reach-Out Hotline (alcohol, drug, domestic violence, sexual assault, rate crisis, intervention, and mental health referral) 1.800.522.9054.

07.022 – Weapons and Firearm Policy

Firearms (including airsoft, BB, paintball guns, or pellet guns), firecrackers, and explosives of any kind are not permitted on campus without the written permission of the College President. Any resident in violation of this policy is subject to immediate dismissal from campus housing, disciplinary action by the College, and any criminal penalties applicable under state or federal law.

07.023 – Room Entry Policy

The College reserves the right to allow authorized college personnel to enter a student's room for purposes, including but not limited to:

- To ensure the welfare, health, and safety of the resident or residential community.

- To conduct periodic general room inspections for overall cleanliness and maintenance of acceptable standards.
- To provide maintenance, perform repairs, or other related activities.
- To address a possible policy violation or law that has or is being broken.
- Emergency events.

Safety Inspection

A preventative safety inspection for each resident's room will take place at least one during the semester. The emphasis of these inspections is the verification that students are not actively contributing to any condition that would put their health or safety at risk. During these inspections, Residence Life staff will enter rooms and look for items or conditions that might possibly pose a health or safety hazard to students or to campus housing. Areas to be addressed may include but are not limited to:

- Water Leaks/Mold Mildew
- Sanitary Conditions/Cleanliness Standards
- Alcohol/Drugs/Illegal Weapons
- Smoke Detectors/Air Vents
- Guests/Pets/Lease Violations
- Candles/Open Flames/Overloaded Electrical Outlets, etc.

07.024 – Pets Policy

No pets of any kind are permitted in campus housing. Residents found in possession of pets will face disciplinary action and/or loss of security deposit, as well as the immediate removal of the pet by College staff or animal control personnel. The College is not responsible for or liable for any pet while on Eastern property or entities in possession of the pet following removal. Students residing in apartments may be eligible to receive a waiver for service animals. Necessary forms, evaluation and authorization will need to be completed with the Student ADA Coordinator prior to the animal's arrival on campus.

07.025 – Locked Out Policy

Between the hours of 9:00 p.m. and 7:00 a.m., students who are locked out should contact their roommate first, then the Residential Assistant or Residence Hall Coordinator on duty. If the RA or Residence Hall Coordinator on duty is not available, then Campus Police should be notified as a last resort.

During the daytime, 8:00 a.m. to 4:00 p.m. Monday through Thursday, students should seek their roommate, then the Resident Assistant or Resident Hall Coordinator, if they are not available the Housing Office or, again as a last resort, Campus Police.

If locked out and students cannot find their roommate, Resident Assistant or Resident Hall Coordinator, they should call the housing office at 918.465.1818 and allow up to thirty (30)

minutes for someone to respond. There will be a \$5.00 fee for every unlocked door after the first incident.

07.026 – Housing During School Breaks

Residents must vacate campus housing during certain holidays and breaks. (Thanksgiving break, winter break, spring break, etc.), with the exception of those residing at Mountaineer Village. Residents are allowed to leave items in their dorm room during breaks, the room should be cleaned, and trash taken out before leaving. Residents may request permission in writing (a minimum of seven (7) days in advance) to remain in campus housing during campus breaks. Permission must be granted by the Vice President of Student Affairs or their designee for residents to remain on campus during breaks. Additional policies are in effect during break times and will be communicated when students request to remain. Meal plans are not active during break periods. There will be additional cost to student staying in campus housing during breaks.

07.027 – Campus Housing Services

Parking

Students must register for a parking permit in the Office of Student Affairs, located on the second floor of the E.E. Tourtellotte building. The cost of parking permits is \$20.00 (charged to the student's account) and are valid for one (1) year. The cost of replacement permits is also billed to student accounts.

Students are not permitted to drive their cars across campus to attend class in buildings; they are expected to walk unless there is a physical reason for them to be transported (physician's note required) in this manner.

Mail

There is no general delivery mail service at Eastern. Students may rent a mailbox from the Eastern Post Office located on the first floor of the E.E. Tourtellotte Student Center. All items that are shipped to the Eastern campus will be delivered to either the post office or to the physical plant building on the west side of campus. Residents will be notified when the package is delivered to the physical plant and are expected to pick it up in a timely manner. Eastern is not responsible for lost or stolen packages.

Laundry

Laundry facilities are available to all residents at no additional cost. Eastern's laundry facility is not for use by individuals living outside of the residence halls. Do not leave laundry unattended. Eastern is not responsible for items left unattended.

Internet

Eastern's entire campus has free wireless internet services, and a password is not required.

Maintenance

Eastern's Physical Plant and Maintenance Office is responsible for basic and general preventative maintenance of the facilities. It is important that residents take responsibility for

reporting maintenance issues that they may have experienced, witnessed, or caused through the online Campus Housing Maintenance form. Non-emergency maintenance requests will typically be addressed in two (2) to three (3) days during normal working hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). Maintenance and repairs may take longer to address during holidays and move-in/move-out times. In the event of an emergency maintenance issue, please contact the Residence Hall Coordinator in your building or the Housing Office at 918.465.1818. After hours, please contact Campus Police at 918.465.2365.

Maintenance issues that would be considered an emergency include:

- No heat
- Power outages that impact an entire apartment, floor, or building
- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms that are associated with fires or other disasters

Custodial Services

Custodians are responsible for cleaning public areas of the facilities. However, a large part of the upkeep is the resident's responsibility. Custodians are not required to clean messes that are the result of resident acts. Residents may be assessed the costs of extra cleaning performed by custodial personnel resulting from unnecessary disorder.

Trash

Each student is responsible for bringing their own trash can and bags. All trash, including boxes, is to be disposed of properly in the dumpsters located behind each resident hall.

07.028 – Housing Safety and Security

Illness or Injury

Residents who are ill or sustain an injury should contact Campus Police, or a member of the Residence Life staff for assistance. In the event of an emergency, residents should dial 911. Some clinical services are provided for eligible Eastern students through a contractual agreement with the Health and Wellness Center. All currently enrolled full-time Eastern students are eligible for health services provided free of charge for students without health insurance. Costs will be charged to private insurance for students who have coverage. All appointments must be scheduled through the Office of Student Affairs at 918.465.1818.

Fire Safety

Fire drills are conducted periodically, and residents must follow the emergency procedures and evacuation plans as posted. According to state and federal law, residents must participate and evacuate in the event of a fire drill. Failure to evacuate residential facilities during a fire drill or once a fire alarm has sounded may result in disciplinary action and/or a fine. Residents are required to clear all facilities in a timely manner, while practicing safe exit procedures. Rooms in residence halls are equipped with an evacuation route map located on the back of each room door.

Storm Shelters

Storm shelters are provided for students in the event of severe weather. When necessary to take cover, residents should make their way to the following areas once the City of Wilburton sirens sound:

- Johnston Hall – First floor interior hallway
- Choctaw Hall – South side basement
- Regent Courts Apartments, East Campus Apartments, and Mountaineer Village – Gunning Hall basement

In addition to the City of Wilburton sirens, students should also sign up to receive RAVE alerts from Eastern. To verify your cell phone number is registered to receive RAVE alerts please contact Student Services at 918.465.1818.

Campus Police Coverage

Eastern Campus Police provides coverage seven (7) days a week on the Wilburton campus. Officers can be reached at 918.465.2365. Residence Hall Coordinators and Resident Assistants will also be on duty during the evenings and at weekends. Campus Police Officers will periodically walk through residence halls and check exterior door locks to help ensure the safety of residents. All students are required to comply with instructions provided by Campus Police personnel.

Residence Halls are equipped with security cameras at multiple points in the buildings. This camera footage is reviewed as necessary by Campus Police and Residence Life staff to ensure a secure environment for students. Any student found relocating, removing, disabling, tampering with, or destroying security or safety equipment will face serious disciplinary actions that may result in termination of the housing contract.

Eastern does not assume any liability or responsibility for the loss, theft, or damage to any student's personal property in our residential facilities. The following is suggested:

- Keep doors and windows locked at all times
- Do not prop open interior or exterior doors at any time
- Carry insurance on all valuables
- Mark all personal property with your name, including books
- Report lost keys and broken locks to the Residence Life staff immediately
- Do not leave laundry or valuables unattended

Unauthorized Entry and Door Use

Certain areas around or within residential facilities are off limits to residents. Restricted areas include mechanical rooms, custodial closets, roofs, attics, ledges, unoccupied buildings, and locked areas. Other prohibited entry points include balconies, ledges, and windows. Furthermore, residents are prohibited from propping open or impeding the proper function of exit doors.

07.029 - Residence Life Disciplinary Fine Schedule

- Alcohol Violation
 - 1st Offense - \$150 fine and one alcohol counseling session
 - 2nd Offense - \$300 fine and two alcohol counseling sessions
 - 3rd Offense – Automatic dismissal from campus housing
- Animals in campus housing
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$150 fine and possible dismissal from campus housing
- Bullying, harassment, or sexual misconduct
 - \$250 fine and automatic dismissal from campus housing
- Destruction, defacement, or tampering with college property
 - 1st Offense - \$100 fine plus cost of repairs/replacement
 - 2nd Offense - \$200 fine plus cost of repairs/replacement
 - 3rd Offense – Cost of repairs/replacement and automatic dismissal from campus housing
- Disorderly Conduct (hazing, fighting, etc.)
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$200 fine and possible dismissal from campus housing
- Misuse, sharing or duplication of housing keys
 - 1st Offense - \$100 fine
 - 2nd Offense - \$200 fine
 - 3rd Offense - \$250 fine and possible dismissal from campus housing
- Open Flame (candles, incense, oil burning lamps, etc.)
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$200 fine and possible dismissal from campus housing
- Possession and/or use of drugs
 - 1st Offense – \$250 fine and possible dismissal from campus housing
 - 2nd Offense – \$350 fine and possible dismissal from campus housing
- Tobacco, E-cigarette, E-Vapes
 - 1st Offense - \$100 fine
 - 2nd Offense – \$150 fine
 - 3rd Offense - \$300 fine and possible dismissal from campus housing
- Unauthorized appliances
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$150 fine and possible dismissal from campus housing
- Unclean/Unsanitary conditions (inside or outside)
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$150 fine and possible dismissal from campus housing
- Visitation Violation
 - 1st Offense - \$50 fine

- 2nd Offense - \$100 fine
- 3rd Offense - \$200 fine and possible dismissal for campus housing

*** In addition to the disciplinary/fines listed above, community service hours may also be assigned if deemed appropriate.**

If a student violates a Residence Life Policy, the student will be required to meet with the Director of Student Life within three business days after notification of the. If the student fails to meet with the Director of Student Life within three (3) business days, **the violation will automatically be assessed to the student's account. The student will be fined according to the schedule above.** Payment must be made to the Eastern Business Office.

07.030 – Residence Hall Damage Fees Schedule

- Bathroom
 - Faucet - \$100 fine plus the cost to repair/replace
 - Mirror - \$100 fine plus the cost to repair/replace
 - Sink - \$100 fine plus the cost to repair/replace
- Ceiling Tiles
 - Repair/Replace - \$50 plus repair cost
- Cleaning Fine
 - General Cleaning - \$50
 - Deep Cleaning - \$100
- Entry Door
 - \$100 plus cost to repair/replace
- Lockset/Doorknob
 - \$100 plus cost to repair/replace
- Flooring Cover
 - \$100 plus cost to repair/replace
- Interior Door
 - \$100 plus cost to repair/replace
- Kitchen
 - Faucet - \$100 plus cost to repair/replace
 - Countertop - \$100 plus cost to repair/replace
 - Cabinet - \$100 plus cost to repair/replace
- Light Fixture
 - \$25 plus cost to repair/replace
- Furniture
 - Bed Frame - \$350
 - Mattress - \$250
 - Desk - \$300
 - Wardrobe Closet - \$450
- Safety System
 - Fire Extinguisher - \$75 (discharged); \$125 (replace)
 - Smoke Detector - \$50
- Walls

- Bathroom Repaint - \$150
- Bedroom Repaint - \$200
- Hole/Dent Repair - \$75 each
- Widows - \$100 plus cost to repair/replace

NOTE: These charges are minimum amounts. Depending on the type and extent of damage, a given charge can be increased to the appropriate level. Any item not listed above will have charges assessed on an individual basis.

07.031 Maintenance Emergency Response Policy

The purpose of this policy is to define what constitutes a maintenance emergency and to outline expectations for maintenance staff when responding to emergency situations that occur during non-scheduled work hours.

Definition of Emergency

An *emergency* is any situation that poses an immediate threat to the safety, health, or security of individuals, or that risks significant damage to campus facilities or property. The following situations are classified as emergencies requiring an immediate response:

Safety and Health Emergencies

- Gas leaks or suspected gas odors
- Major electrical hazards (sparking, exposed wiring, power outages affecting critical systems)
- Fire, fire-alarm malfunctions, or sprinkler system failures
- Flooding, burst pipes, or major water intrusion
- Sewage backups
- Heating or cooling failures in residential apartments *only when weather conditions are extreme*, defined as:
 - Indoor temperatures expected to fall below 60°F,
 - Indoor temperatures are expected to rise above 80°F,
 - or any condition that may pose a health risk to occupants due to temperature extremes.

Security or Facility Integrity Emergencies

- Building lock failures that compromise security
- Broken exterior doors or windows creating safety hazards
- Elevator malfunctions, especially when someone is trapped
- Structural issues posing imminent danger (collapsed ceilings, major roof leaks, etc.)

Other Conditions

- Any situation deemed urgent by Campus Safety or Administration
- Any incident likely to result in substantial property damage or interruption of essential campus operations

Required Response During Off-Duty Hours

Maintenance staff may be required to report to campus during off-hours when an emergency occurs. Off-hours emergency work will be compensated according to institutional policy and applicable labor laws.

Reporting and Documentation

After responding to an emergency, the maintenance staff member must:

- Complete an incident report detailing the issue, actions taken, and any recommended follow-up in the “Bigfoot” system.
- Notify the Maintenance Supervisor of any unresolved concerns that require further attention

Non-Emergency Situations

The following are *not* considered emergencies and will be addressed during normal business hours unless otherwise determined by a supervisor:

- Routine maintenance requests
- Minor leaks or clogs not causing damage
- Light bulb replacement
- Temperature complaints not threatening equipment or safety
- Non-critical repairs that do not affect health, safety, or building security

Failure to Respond

Failure to respond to an emergency call may result in disciplinary action, as timely response is essential to protecting campus safety and property.