

RESIDENTIAL LIFE & HOUSING POLICIES

Residential Life and Housing

Living and dining on a university campus is considered an integral part of a student's overall college experience. These service areas are developed to meet students' most basic needs for food and shelter. However, our goal at ESU is to ensure that our services not only meet our students' basic needs, but that they serve to support and enhance our students' developmental and intellectual experiences as they pursue their academic goals.

East Stroudsburg University strives in its mission to ensure that each student's experiences at the university foster intellectual, emotional, cultural, ethical, philosophical, social and spiritual growth. This growth is facilitated by formal classroom or curricular learning and through intentionally designed out of the classroom or co-curricular experiences.

The Residential Life and Housing Program strives to provide high quality and affordable services for all ESU students who desire them. The department provides safe, clean and well-maintained facilities that are supervised and managed by highly trained, caring, and service oriented professional and paraprofessional staff. Residential Life and Housing works collaboratively with dining services to offer a broad array of highquality dining options designed to meet the varying dietary, food preference, and scheduling needs of ESU's student body. In partnership with ARAMARK dining services, the university provides an equally well- trained and service-oriented staff eager to meet students' nutritional interests and needs.

At the heart of Residential Life and Housing is its desire to contribute to the overall student experience through co-curricular educational and involvement opportunities, including Living Learning Communities (LLCs), Residential Colleges, on-going education, leadership and volunteer service activities as well as student employment positions such as Student Desk Workers and Resident Advisors. In combination, these areas contribute to students' personal, social, and academic development while providing avenues for individuals to acquire practical skills and experience that will serve them well beyond their enrollment at the university.

All East Stroudsburg University students and organizations are subject to the Student Code of Conduct. Additionally, residential students are also held accountable to the following standards and expectations.

General Information

Clery Campus Safety Act: The Federally mandated Clery Campus Security Act gives resident students the option of providing an alternate emergency contact in the event the student is reported as a "missing person" for more than 24hours. Residential Life and Housing collects alternate housing information at the time of application and/or upon move-in.

Housekeeping and maintenance personnel may be on the residential floors every day at any time to perform their tasks. Please dress accordingly. Emergency repairs should be directed to any staff member during business hours. After business hours and over the weekend residents should contact University Police at 570-422-3064. For non-emergent repairs, residents are required to work with their Resident Advisor to complete an on-line work order via the Facilities website. By requesting a maintenance request be submitted, residents are giving permission for the maintenance staff to enter their space whether the student is present or not.

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Laundry Facilities: There are laundry rooms with washers and dryers in each residential building. University Ridge provides a washer and dryer in each individual apartment. Please adhere to instructions posted on the machines. These machines may be used by residents only. The dyeing of articles is not permitted in the washing machines. These machines are not appropriate for laundering rugs or other heavy items. Please be mindful of machine time so that they are available for others to use, track the machines at <https://www.esu.edu/residential-life-housing/laundry.cfm>

Mail and Packages -Main Campus Housing

Proper mailing address for students in **Hawthorn Suites, Hemlock Suites, Laurel Hall, Linden Hall, Lenape Hall, Minsi Hall, Sycamore Suites, University Apartments.**

Student Full Name
Building Name, Room Number
1245 Centre Street
East Stroudsburg, PA 18301

USPS mail is delivered to the Mail and Package Center within the University Center and is delivered Monday through Friday. Students will receive an email to pick up letters and packages. Outgoing mail can be taken to the USPS mailbox in front of Facilities Management across from the University Center. UPS, DHL, FedEx, and other private carriers also deliver to campus.

Residents will receive an email from “Receiving@esu.edu” when a package is available to pick-up (please check the building’s pick-up hours). Please check for the email prior to asking for the package. It is highly encouraged to remove receiving@esu.edu from the spam folder for efficient notification. If the package fits in the mailbox, it will be placed there. Please check the mailbox prior to asking for the package.

Mail and Packages - University Ridge:

Student Full Name
University Ridge, Room Number
400 East Brown Street
East Stroudsburg, PA 18301

Unlike the other ESU residential buildings, University Ridge student mail is delivered directly to student mailboxes at the Ridge by the United States Postal Service (USPS). Ridge staff does not deliver any mail sent by USPS. Interoffice/campus mail service is not available at University Ridge. Student mail at the Ridge is delivered once a day Monday through Saturday and may be delivered at any time. Ridge staff do not have access to student mailboxes. At University Ridge, any packages sent through a private shipping company (UPS, FedEx, DHL) will be delivered to the package lockers in the community center (in Building 1). Students will be notified via email when packages are available in the lockers. If the package is too large for the lockers, the student will be notified to contact a staff member at the community center to collect their package.

Renters Insurance: It is strongly recommended that students living on campus purchase a renter’s insurance policy from a third-party insurance provider. (ESU does not sell renters insurance policies.) Having renter’s insurance is the **ONLY** way students will be able to recover costs for items in their rooms that may be damaged or lost due to fire, flood, or theft. In some cases, college residence halls may be covered under parents’ or guardians’ homeowner’s insurance.

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Request for Refund: No refunds will be issued to students due to facility work being done in the apartment or a delay in the work being done.

Room Condition Report (RCR): Residents are responsible for inspecting their living space and verifying the accuracy and completeness of their RCR within 48 hours of assuming occupancy. It is to the resident's benefit to ensure that the RCR is very descriptive of the condition noting any deficiencies, marks, holes, tears, etc. By verifying the RCR, residents are protecting themselves from being held accountable for existing issues. Failure to verify the RCR will result in all conditions being assumed "good". Please refer to the directions provided at check-in or see any staff member for assistance. **Sustainability:** Open windows have a detrimental effect on the heating and air conditioning (HVAC) in the residential buildings. Please do not leave windows open with the HVAC running. Please turn off lights and electronics when not in the room. Residents are expected to recycle paper, plastic, aluminum, glass, and newspapers in the labeled containers in each residence hall.

Room Air Filters: Filters are changed on a semester basis, but residents can request a work order to have a filter changed sooner.

Vending: There are a variety of snacks and beverages available in vending machines in each hall. Purchases may be made using cash, eCard or eDollars. Vending machine refunds may be obtained at the Campus Card Center.

Prohibited Activities: As members of the residence hall community, residents are expected to abide by all the standards of responsibility and behavior outlined in the Student Handbook, this document, and in the terms and conditions of the Housing Agreement. Residents are fully responsible for all activities that occur in their room. Even if not actively involved in a policy violation, residents may still be held responsible if they are present during a violation or have given others access to their room. Therefore, residents should always lock their room when they leave, even if only leaving for a few minutes. Residents are expected to always be considerate of the rights of others, both within and outside of the residence halls. Residents are responsible for the proper use of residential facilities. Damage to public areas, such as laundry rooms, lounges, and hallways, in and around all halls may be assessed to the residents. Students will also be referred to Student Conduct and Community Standards for accountability. Residents may contact the Residential Life staff and/or University Police for assistance.

Abandoned Property

Residential Life and Housing is not responsible for items students leave behind. Personal belongings left in a room/suite/apartment, or within common areas of the residence halls after a housing agreement period ends or the resident has otherwise moved out, will be considered abandoned property and be subject to disposal after 72 hours.

Alcohol Standards and Guidelines

The possession and consumption of alcohol is a privilege provided to those of legal age living within on-campus housing or on University-leased property with certain restrictions. These restrictions are designed to ensure the safety and well-being of all students. Any behavior deemed disruptive that interferes with the rights of students due to alcohol consumption will lead to disciplinary action.

Consumption of alcoholic beverages and/or possession of open alcoholic containers is strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, common areas, community kitchens, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by Residential Life and Housing and/or the University Police.

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Residents 21 and older:

- May possess and consume alcohol only within the confines of their room or apartment.
- May not participate in or allow the occurrence in their rooms/suites/apartments of games that encourage or require the consumption of alcohol.
- May not consume alcohol and/or possess any open containers when underage guests or visitors are present in the student room/suite/apartment.
- Must limit the possession of alcohol to moderate amounts.
- Are reminded that intentionally and knowingly furnishing alcohol to underage individual(s) constitutes crime.
- Are prohibited from using and/or possessing kegs, party balls, beer bong, beer pong tables or large vessels that contain alcoholic beverages.

Residents under 21:

- May not be in possession of or consume alcohol at any time.
- May not have any guests, even those of legal drinking age, possess or consume alcohol in their room/apartment.

Appliances and Cooking

Use of electrical appliances is permitted in designated preparation areas within the residence halls. Centralized kitchens within traditional and suite-style residence halls and all apartment-style residences may be used to prepare food in appliances which have an enclosed heating element and do not exceed 800 watts (examples: microwaves, pod air fryers, grills, crock pots, blenders). Toasters (not toaster ovens) may be used in residential spaces with a kitchen counter (Suites and Apartments only). Coffee pots, microwaves, blenders, Keurig's, and hot water kettles are allowed in all residential spaces.

Bathrooms

Showers and bathroom stalls are designed for individual use and are only to be used by one person at a time. Bathroom sinks are not to be used for washing dishes or clothes. Be considerate of other residents when using these facilities.

Bicycles and Motorized Devices/Vehicles

Bicycle racks and/or rooms are provided adjacent to and/or within the residential buildings. Residents are encouraged to use these spaces. Bicycles may be stored in a student room, if the roommate(s) agree. Bicycles may not be ridden within the residential buildings. Bicycles may not be stored in any stairwell, lounge, corridor, bathroom or any other public area within the residential building.

Gas and lithium-ion battery powered vehicles (and detachable battery packs) are prohibited in all areas of the residence halls. Students with disabilities requiring mobility devices may receive an accommodation through OASIS, the Office of Accessible Services Individualized for Students.

Break Housing

The residence halls close for Thanksgiving, winter break, and spring break. Students who need to remain in University housing during breaks may apply for break housing, if offered, however acceptance is not guaranteed. Those applying for break housing must be in good standing with the Student Conduct & Community Standards Office, agree to have their records checked and meet one of the following qualifications:

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1. Must be an approved participant in a university-sponsored activity such as athletics, student activities, etc.. If the student is on campus at the request of a department, the fee will be paid by the student or by the department. Students are encouraged to clarify the expectations for the break housing fee payment prior to making a commitment for break housing.
2. Must have a job at the University and/or a job off campus requiring them to work and have permanent residency more than 60 miles from ESU. Verification of employment will be required. Acceptable documented proof is a letter from the employer on company letterhead including a contact name, phone number, and the dates that the student is required to work. Verification must be received by the break housing application deadline for the application to be processed.
3. Must reside out of state, outside the United States, or have other extenuating circumstances.

Consolidation/Reassignment Policy

As noted in your Housing Agreement, the Residential Life and Housing reserves the right to reassignment at any time including in response to physical altercations, health and safety matters, maintenance, or room consolidation purposes. At any point during the semester, students who find themselves in a double room (in suite buildings, this applies to A-units only) without a roommate are given the following options:

1. Consolidate with another student in the same residence hall who is without a roommate;
 2. Voluntarily move to a space in another residence hall; or
 3. Opt to pay for a guaranteed single, at the discretion of the Residential Life and Housing Department.
- The cost for a guaranteed single is 1.5 times the room rate.

If a student does not decide (moving/consolidating or taking in a roommate) within five days, they will be billed for the guaranteed single rate.

The University reserves the right to make room assignments, temporary assignments, consolidations, and re-assignments when necessary. Assignments to housing space are made without regard to race, creed, color, age, origin, sexual orientation, or religion. Generally, students must be enrolled full-time to reside on campus. Exceptions can be made at the discretion of Residential Life and Housing, as space permits.

Decorations

Decorating student rooms and hallways is permitted, however, the following guidelines must be followed:

- Residents are responsible for removing EVERYTHING they put on the walls, doors, or other furnishings.
 - Nothing is permitted to be attached to or hung from the ceilings, EVER.
 - When decorating, ONLY use adhesive hooks and materials that are SPECIFICALLY DESIGNED to remove easily, cleanly, and without damaging walls and other surfaces.
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- Any hooks, tape, LED light strings, or other decorations that are left behind after move-out will be billed to the residents for removal including damages or painting needs that may result.
 - Do not use duct tape, screws, nails, tacks, staples, or blue Fun Tak Mounting Putty
 - Painter's Tape, Frog Tape, Magic Mounts, and 3M Command Hooks (used properly) are less likely to damage surfaces.
 - Excessive decorations (ex. streamers, signs, etc.) may present a fire hazard and are restricted).

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- Artificial greens and trees may be used in student rooms; however, no cut greens or live trees will be permitted in the residence halls.
- UL approved miniature holiday lights and LED light strings may be used in student rooms , however they may not pass through door or window frames where they can become pinched. Do not use the peel-and-stick adhesive backing on LED light strings as it damages the walls resulting in painting charges.
- Any damage, restoration, or cleaning needs caused by decorations is the responsibility of the resident(s).
- Dartboards and darts are not permitted.

eCard Policy

1. Intended Use of East Stroudsburg University eCard. The eCard is an official identification for authorized access to ESU services and facilities. The eCard can be used as a debit card with the purchase of eDollars which can be used for on- campus purchases. The eCard is used to verify the identity of the cardholder while on ESU property. As a result, no person will be issued an eCard without a recognizable and appropriate facial photograph. ESU reserves the right to deactivate the eCard when it is used outside of its intended use.
2. Surrendered/deactivated eCards – Students whose eCards are surrendered/ deactivated may be subject to a fee for issuance of a new eCard.
3. The eCard is the property of ESU and must be surrendered on request from a campus official.
4. Unauthorized Use of East Stroudsburg University eCard
 - a. The eCard is NOT TRANSFERABLE, and is not to be loaned to others. Only the cardholder to whom the eCard is issued is allowed to use the eCard.
 - b. The eCard cannot be loaned to another individual to make purchases, access ESU facilities/services, or for use as identification. Any transfer, misuse, falsification, fraudulent or illegal use of the eCard may result in disciplinary action as allowed by ESU policy or the law, including confiscation of the eCard.
 - c. The eCard is not to be defaced (e.g. affixing stickers), modified (e.g. punching holes in card), tampered with, or deliberately damaged in any way. Damaged cards may be subject to a replacement fee, which the cardholder is responsible for paying.

Elevators

To keep elevators in safe working conditions, the following are prohibited and may result in disciplinary action: intentional damage and/or vandalism, misuse or tampering with elevators; smoking/vaping in elevators; overloading or jumping; use of emergency alarms and/or emergency stops in non-emergency situations.

Fire and Safety

All residence halls are locked 24 hours a day. The function of surveillance cameras is to assist in protecting the safety and property of the University community. The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal, criminal, or policy violations. There is no audio associated with any camera. Access to these camera recordings is restricted to authorized persons within Residential Life and Housing and the University Police Department.

In the interest of safety for all residents, it is imperative that fire and safety equipment is always maintained operable. Tampering with fire and safety equipment is a felony. The following acts are prohibited and will result in a \$250-\$300 fine per incident and person involved:

- Covering a detector or rendering the smoke detector inoperable.

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- Obstructing stairwells and/or corridors with furniture, excessive debris and other materials.
- Disabling or tampering with any exterior doors or security cameras.

Health and Safety:

Suite and apartment residents are expected to clean kitchenette/kitchen and bathroom areas regularly. Failure to maintain living spaces in a clean and sanitary manner may result in fines and extra cleaning charges.

Exterior Doors:

A security alarm system is present on all residence hall exit doors except main entrances. All exit doors at University Apartments and University Ridge are equipped with prop detectors that will sound if doors are propped open for more than 30 seconds.

Restricted items and actions:

- Students are not permitted to be on any roofs or overhang areas.
- Open flames, such as candles, incense, smoking, the burning of any materials or other flame.
- Use or possession of fireworks or firecrackers.
- Lightweight extension cords (use power strips with built-in circuit breakers).
- Personal grills and other appliances with open heating elements
- Flammable liquids (and other hazardous chemicals).
- Electric heaters or portable heaters, and air conditioners.
- Electric or Motorized Vehicles (electric bicycles, electric scooters, segways, etc.)
- Lava lamps, candle warmers, halogen lamps and all lamps with paper shades. Never cover any light with a material that prevents the free flow of air around the bulb.
- Extreme care should be taken with appliances such as curling irons, hair dryers, irons, and straighteners. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds/upholstered furniture.
- Weapons possession, storage, or use of any type of firearm or weapon, including replicas, is not allowed in University housing. This includes tasers, knives (except for standard kitchen knives), and swords. Use or possession of projectiles such as slingshots, Orbeez guns, water balloons and water guns, paint ball guns, air-soft guns are prohibited. Pepper spray/mace is permitted as a safety tool, any other use would be subject to a violation of this policy.

Furniture

All furniture assigned to student rooms, suites, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damage, repair or replacement costs at checkout.

Garbage

Take all large-sized garbage to the dumpster located near your residential building. Designated trash rooms/areas should be utilized where available. To reduce leaks and messes, garbage should be bagged when possible. Excessive accumulation of items that present a potential fire or health hazard are not permitted. In the event the student allows items to accumulate, the hazard will be removed from the room by university employees at the student's expense.

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Identification

Residents are issued an ID/e-card that will admit them to their assigned hall. All ESU students are required to “wand”/ swipe at the main doors every entry time. ESU students are expected to present identification upon request by any staff member. It is the responsibility of the resident to report and pay for a replacement eCard if it is lost or stolen.

Interaction with Residential Life and Housing

Residential Life and Housing staff who, in the course of their duties, are confronted with violations are obligated to report them. Residential Life and Housing staff include Administrators, Resident Directors or Graduate Staff, Head Resident Advisor, Resident Advisors, Student Workers, Facilities, and other staff.

Keys

Each student receives a key to their residence hall room/suite at the time of check-in. All students are reminded to lock their doors at all times and to carry their keys on their person. Keys may not be given to non-residents of the living unit. When keys are lost or stolen, students should request a new key or lock change immediately to ensure personal safety and security of belongings. Lost keys will be billed at a charge of \$60 for the key and an additional \$60 if a lock change is necessary. Should a key break off in a lock or stop working, the student will not be charged for a new key. The student must, however, bring the pieces of the key (or the inoperative key) to the Resident Director or RA of the building. Otherwise, the student will be billed for a lost or stolen key. Students must return their keys to the Resident Director or RA prior to leaving the campus at the end of the school year, when changing rooms, or when leaving the institution permanently. Students will be billed for a key at check-out if no key is turned in. In emergencies, loaner keys are available for students who are locked out of their room. Students are billed \$25 for lock outs. Students may not duplicate their room key under any circumstances.

Pets/Animals

Fish in aquariums, no larger than 10 gallons, are the only pets permitted in on-campus housing. Non- service animals are not permitted in the residence halls, even for a short period of time. Requests for Emotional Support Animals should be addressed through OASIS <https://www.esu.edu/oasis/index.cfm>. IMPORTANT: Failure to gain approval of an emotional support animal prior to the animal joining the residence hall will result in a daily \$250 fee for harboring an unapproved animal. Service Animals need to be registered with Residential Life and Housing for safety precautions.

Posting Policy

All ESU students, clubs, organizations, academic departments, and outside businesses and companies may request to have publicity posted in the residential buildings to advertise their business and events. The publicity is to be taken to the Residential Life and Housing Office. The office will determine how many flyers will be accepted for posting. If approved, the publicity will be placed into the mailbox of each Resident Director, who will take them back to their hall for posting. Publicity will not be accepted at the front desk of any residence hall.

Unauthorized postings will be removed and discarded.

Quiet and Courtesy Hours

ESU is committed to providing a conducive academic environment in and around all of the residential buildings. Residents and guests are expected to refrain from any activity which causes a disturbance to the living community, which includes but not limited to: yelling, playing loud music, television or gaming,

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running down the halls, engaging in loud or extended conversations, yelling out of windows, playing with any type of sports equipment.

Courtesy hours are enforced 24-hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms. Residents are expected to work cooperatively to establish acceptable and respectable noise levels. The right to reasonable quiet shall, at all times, supersede noisemaking.

Quiet Hours:

During quiet hours, noise should not be audible outside of a resident's room with the door closed. Quiet hours during the academic year are 10:00 pm – 8:00 am daily. 24 Hour Quiet-hours are in place 24 hours a day during finals due to the nature and need for the environment to be free from distraction while residents complete the semester.

Solicitation

Solicitation in residence halls is not permitted without the written permission of the Director of Residential Life and Housing.

Students' Right of Privacy

Summary Statement: University premises occupied by students, and the personal possessions of students, shall not be searched unless appropriate authorization has been obtained. Students have a right to privacy except in emergencies as determined within the sole discretion of the university or under the following conditions:

Scheduled Residence Hall Inspections. Health and Safety inspections will be announced and conducted during the semesters including prior to closing for break periods (Thanksgiving, Inter-session, and Spring Break). Students residing on campus will be given prior notice and may choose to but need not be present during the inspection.

For break periods, room inspections will consist of visual inspections to ensure that windows are closed, lights are turned off, electrical items are unplugged, perishable items removed, and garbage cans are emptied. This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/or violations is identified, students will be referred to Student Conduct and Community Standards.

Administrative Inspections. Administrative inspections are conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation may be occurring.

Authorization is given in writing by the Vice President for Campus Life and Inclusive Excellence (or designee). In emergencies, verbal authorization may be given. Authorizations, which are in the form of an Administrative Inspection Authorization, shall include the time, date, place, purpose and scope of the inspection. The student should be present, if possible, and may have a witness present at the time of the inspection, however administrative inspections may take place without the student or a witness being present.

Administrative inspections are not done in conjunction with, nor under the direction of, the University Police nor on their behalf. Administrative inspections are not generally conducted for the purpose of criminal

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prosecution. If it is believed that potential criminal violations exist, and that an illegal or dangerous object might be found, the University Police will be contacted, and a criminal search warrant will be obtained.

Inspections and Entries by Residential Life/University Staff. Inspections and/or entries to a student's room or university issued locker in order to conduct a housing or departmental action are normally done by student consent that has been given freely and intelligently. Students that do not offer consent to enter from staff inquiring about a potential policy violation are subject to a referral to Student Conduct and Community Standards.

Searches and Entries by University Police. University Police searches and/or entries to a student's room or university issued locker in order to conduct a police action are normally done by student consent that has been given freely and intelligently. University Police may gain entrance without the prior consent of the student for the following reasons:

1. Police reasonably believe that a person within the room is in need of immediate emergency aid due to injury, accident, or medical emergency.
2. Police are in pursuit of a person suspected of committing a crime.
3. Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.
4. Police are in possession of a valid search warrant.
5. Police action is imperative because there exists an imminent threat of physical harm to the occupants of the room or community members.

Tobacco/ Smoking

Smoking and the use of marijuana, tobacco products, vapor and e-cigarettes are not permitted anywhere in the residence halls or apartments. If smoking is determined to have occurred in a student room, suite, or apartment, each resident involved will be charged \$250 per person and required to vacate the unit for up to 7 days while the smoke odor/damage is remediated.

Smoking is not permitted within a 25-foot perimeter of a building, building entrance, air intake and operable windows. Smokers may be asked to relocate to a different approved designated smoking area if their smoke migrates out of designated smoking areas. The Resident Director or Graduate staff, Resident Advisor, Student Worker, Building Manager or staff member, environmental health and safety manager or campus police officer and/or any other university faculty or staff member may perform this duty. For additional information, please refer to ESU's Tobacco Policy: ESU-FA-2001-002-A. Possession and/or use of hookahs is not permitted in the residence halls.

Visitors and Guests: For all residents, the ability to host guests within the residence halls is a privilege. Residential Life and Housing asserts that a resident's right to comfortably sleep, study, and have privacy in their residential space at all times takes priority over guest privileges. Therefore, to ensure that the safety and security of individual and shared living environments will not be compromised by unwanted guests and visitors, requests for guests or visitors to leave residential spaces at any time will be honored. Any report of residents refusing to remove guests or visitors will be reported to the ESU Police Department for removal from the residence halls.

Residence hall guests and visitors must comply with established sign-in procedures.

- Non-ESU guests must present a valid photo ID and their electronic visitor pass to the front desk.
- All guests that do not have an assigned space in that building or apartment must be a registered guest.
- All ESU students must swipe their ID/e-card.

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- All guests and visitors, including ESU students, must be escorted to and from the lobby area and throughout the building. Non-residents of the hall are required to stop at the desk and call the person whom they are visiting.
- Student Workers are NOT permitted to give out room numbers, and guests and visitors must be escorted to the student's room by the host.
- Residential Life and Housing reserves the right to withhold guest and visitation privileges to residents as necessary.
- Roommates must develop a mutual agreement regarding visitors and/or guests.
- All students are expected to know, understand, and develop a plan to implement the visitor and guest policy as outlined.
- Students are reminded that the roommate's right to privacy in their room supersedes the right to host guests and visitors in all situations.
- Overnight guests of students are permitted in residence halls for a maximum of two (2) nights in a seven-day period, and no more than four (4) nights in a one (1) month period.
- This policy is designed to accommodate the occasional guest and/or visitor, and not to provide temporary housing for students or non-students. For guest and visitation purposes, the week will begin on Sunday and end on Saturday.
- For safety and fire code reasons, students are not permitted to have guests that equal more than two times the maximum occupancy of the room at any one time.

Students are responsible for their visitors and guests' behavior. Failure to fulfill host responsibilities will result in a review of the student's conduct and possible removal of privileges. Individuals who are not students at the university, whose behavior is detrimental to the university, may be prohibited from entering any student housing area unless approved by the Residential Life and Housing staff.

The university welcomes and encourages family visits to our campus and understands that visits often include a desire to visit the student housing facilities of host students. However, with limited exception, students are adults, and student housing is not always an appropriate venue for minor children who are not closely supervised by responsible adults. There are established rules intended to ensure that minors are allowed into our student housing facilities for limited periods of time, when they are directly supervised and that the person or persons supervising the minor assume responsibility for the minor. Minor children are allowed in on-campus housing only under the following circumstances:

- Minors 12 years and younger are not authorized visitors and are not permitted to sign into a University residence hall without a parent/legal guardian present who must accompany or direct the student resident to accompany the child at all times and are not permitted to stay overnight (unless an age-appropriate ESU event is preauthorized, i.e. sibling sleepover, in which case an Application for Minor Guests in the Residence Halls must be on file).
- Minors who are between the ages of 13 and 17 years are not authorized visitors and are not permitted to sign into a university residence hall unless the parent or guardian of the minor submits an Application for Minor Guests in the Residence Halls acknowledging that the student resident host will assume responsibility for the minor or that the minor will be accompanied by a parent or guardian: <https://www.esu.edu/residential-life-housing/documents/17-18/minors.pdf>
- Once the Application for Minor Guests in the Residence Halls has been received, the student worker will call the contact number to confirm the acknowledgment of the minor checking-in to the residence building.

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Visitor and Guest Registration Policy

For the purposes of this policy, visitors in the residence halls are defined as any current ESU student, faculty, staff, or other community member with a valid ESU ID card. All other individuals may be considered guests.

Visitors and guests must be electronically registered and swiped into the residence hall by a host resident. The host is responsible for their visitor/guest and must accompany them at all times while they are in the building.

Visitors (ESU community members) register their visit by showing their ID to the desk attendant (where applicable) and swiping their valid ESU ID into the card reader **immediately** after the host swipes their ID. This identifies the visitor with the particular host.

Guests (people who do not have valid ESU IDs) must be registered by completing an online form/application via electronic device. Completing the brief form will send an immediate email receipt for the host and guest to show the desk staff (where applicable) along with another form of ID from the guest.

Any visitor or guest who refuses, intentionally fails to properly register and/or swipe in, or otherwise circumvents or fails to follow the Visitor and Guest Registration Policy, will lose the privilege of visiting ESU residence halls. Additionally, hosting privileges for the host resident may be suspended.

No visitors or guests, regardless of age, may bring alcohol and/or prohibited drugs into a residence hall

Weapons or Explosive Devices

The unlawful possession, storage, use or sale of any weapon (lethal or non-lethal), ammunition, or any incendiary, explosive or destructive device. The following prohibited items include, but is not limited to, firearms, loaded or unloaded; pellet, BB, flare, tranquilizer, stun, spear, orbeez gun or dart gun(s); knives with blades longer than 3 inches; any cutting instrument where the blade is exposed in an automatic way; daggers or swords; striking instruments including clubs, truncheons, and blackjacks; martial arts weapons; bow and arrow combinations; explosive devices; ammunition or components to manufacture ammunition; or any object actually used as weapon to cause or threaten harm.

Windows and Screens

Windows are not to be used to enter or exit the residence halls except in the event of an emergency. Throwing items out of, or towards, the residence hall windows is strictly prohibited. Screens are not to be removed for any reason. Posting, hanging or otherwise displaying materials in or around the residence hall windows is not permitted. This includes, but is not limited to, signage, posters, flags, banners, signs, personal messages, or anything attached to the windows.