



**EAST
STROUDSBURG
UNIVERSITY**

Residential & Dining Services

2019-2020

Policies & Procedures

Philosophy of Residential and Dining Services

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 assure 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 assure 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 and Dining Services Program strives to provide high quality and affordable services for all ESU students who desire them. The residential arm of 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. Likewise, the dining services arm strives to offer a broad array of high quality 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 and Dining Services is its desire to contribute to the overall student experience through co-curricular educational and involvement opportunities, including: Living Learning Communities (LLCs); on-going educational opportunities through the Residential Curriculum; leadership and volunteer service activities as well as student employment positions such as: desk receptionists, resident advisor and dining services staff. 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 that you are reported as a "missing person" for more than 24 hours. Residential & Dining Services staff will be collecting alternate housing information at the time of application and/or upon move-in.

Custodian and maintenance personnel may be on the residential floors every day at any hour to perform their tasks. Please dress accordingly.

- Emergency repairs should be directed to any staff member immediately.
- Residents are required to submit a standard work order on their own. By submitting a request, students are giving permission for the maintenance staff to enter their space whether the student is present or not.
- For Hawthorn, Hemlock, Sycamore and the University Ridge, students submit non-urgent work orders via the Property Boss work order Portal. A link to the work order portal can be found here: https://www.esu.edu/residential_dining_services/residence_halls/suites.cfm (Suites) or https://www.esu.edu/residential_dining_services/residence_halls/apartments.cfm (Ridge). Instructions on how to create an account on the portal are given to residents upon check-in. Students may also contact their RA for the information. Account registration may take up to 48-hours.

- For Laurel, Lenape, Linden and the University Apartments, students submit a request through their Residential Learning Coordinator/ Graduate Learning Coordinator, Head Resident, Resident Advisor or Desk Receptionist.

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 resident students only. The dyeing of articles is not permitted in the washing machines. These machines are not appropriate for laundering rugs or other heavy articles. Please be mindful of machine time so that they are available for others to use, track the machines at https://www.esu.edu/residential_dining_services/laundry.cfm

Mail and Packages: USPS mail addressed to individual residence halls is delivered Monday through Friday and distributed to assigned mailboxes. Outgoing mail may be deposited in the appropriate location in each residence hall. 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 clutter 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.

Residents should notify correspondents of their correct mailbox number and residence hall to facilitate mail delivery. The proper format is:

Student Name
East Stroudsburg University
200 Prospect Street
Building Name, Room Number
East Stroudsburg, PA
18301-4 digit code for residence hall

Hawthorn Suites..... 18301-2998
Hemlock Suites..... 18301-2997
Laurel Hall..... 18301-2996
Linden Hall 18301-2994
Minsi Hall 18301-2993
Shawnee Hall..... 18301-2991
Sycamore Suites18301-2999
University Apartments.... 18301-2999
University Ridge 18031-7807

Mail and Packages at the University Ridge: Unlike the other ESU residential buildings, student mail is delivered directly to student mailboxes by the United States Postal Service (USPS). Ridge staff does not deliver any mail sent through USPS. Interoffice/campus mail service is not available at University Ridge. Student mail at the Ridge is delivered once a day Monday through Saturday, but it is not distributed on a regular daily schedule. Mail can be delivered at any time throughout the day. Ridge staff does not have access to student mailboxes. At University Ridge, any packages sent through a private shipping company (UPS, FedEx, DHL) will be delivered and signed for in the community center. Students will be notified via email when they have a package waiting to be picked up. Students must show ID when picking up a package. If a student is receiving a package via USPS, the package will be put in the student’s mailbox. If the package is too large for the student’s mailbox, the package will be placed in a large package locker located along the bottom row of student mailboxes. A key will be placed in the student’s regular mailbox to access the package locker. If the package is

too large for a package locker the package will be delivered and signed for in the office and processed as a package shipped by a private shipping company. One mailbox is shared by all four students living in an apartment.

Renters Insurance: It is highly suggested that every student living on campus purchase a renters insurance policy from a third party insurance provider. (ESU does not sell renters insurance policies.) Having renters insurance is the **ONLY** way students will be able to recover costs from items in their rooms that were damaged or lost due to fire, flood, or theft. In some cases, college residence halls may be covered under parents' or guardians' home owners insurance. There are many different types of renters' insurance coverage. Shop around to make sure you are purchasing the policy that is right for your needs.

Room Condition Report (RCR): Residents will inspect and complete a RCR within the first two-weeks of the semester or 48-hours of assuming occupancy. It is to the resident's benefit to be very descriptive of the condition- noting any marks, holes, tears, etc. By completing the RCR, residents are protecting themselves from being held accountable for existing issues. Failure to complete the RCR will result in all conditions are assumed "good". Please refer to the directions provided at check-in, or see any staff member for directions.

Sustainability: Open windows have a detrimental effect on the heating and air conditioning (HVAC) in the residential buildings. Please do not have 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.

Vending: There is a variety of snack and beverage 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.

Residential Prohibited Activities: As a member of the residential community, you are expected to abide by all the standards of responsibility and behavior outlined as well as the terms and conditions of your Housing Agreement. You are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you may still be held responsible if you are present during a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room without your knowledge. You are expected to be considerate of the rights of others concerning noise at all times, both within and outside of the residence halls. It is your responsibility to put an end to any violation that occurs in your room. Students are responsible for the proper use of residential facilities. Damage to public areas, such as laundry rooms and hallways, in and around all halls may be assessed to the residents. You may call the Residential Life staff and/or University Police for assistance.

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 are 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 & Dining Services and/or the University Police.

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 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 a 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 the room/apartment.

Appliances and Cooking

Use of electrical appliances is permitted in residential spaces only under certain guidelines. Due to concern for fire and safety standards, the preparation of food is permitted only in appliances which have an enclosed heating element and do not exceed 800 watts (examples: microwaves, coffee makers, crock pots, blenders). Toasters (not toaster ovens) may be used in residential spaces with a kitchen counter (Suites and Apartments only).

Bathrooms

Bathrooms in traditional halls are to be used only by those of the sex indicated/ identified. (Males visiting a female must go to a male bathroom or to the lobby area in order to use bathroom facilities.) 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 vehicles

Bicycle racks and/or rooms are provided adjacent to and/or within the residential buildings. Residents are encouraged to use these spaces, however; 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.

Motorized vehicles, hover boards and fuel are prohibited in all areas of the residential buildings.

Decorations

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

- Only removable decorations on doors, in rooms, and in hallways are permitted.
- Excessive decorations, (ex. streamers, signs, etc., may present a fire hazard and are not allowed).
- Artificial greens and trees may be used in student rooms; however no cut greens or live trees will be permitted in the residence halls.
- Miniature holiday lights may be used in student rooms if they are LED and UL approved.
- All decorations must be removed prior to the closing of the residence halls.
- Students are encouraged to leave command strips on wall when vacating the room (Suites and University Ridge residents only).
- Any damage caused by the decorations is the responsibility of the resident(s).
- Dartboards and darts are not permitted.

Elevators

In order 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.

Excessive Noise

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

Fire Arms, Ammunition and Weapons

Firearms, ammunition, fireworks, hunting knives or weapons/guns of any type are not permitted in residence halls. This also includes, but limited to, hunting bows and arrows, slingshots, CO2 cartridges, flammable/ combustible chemicals, replica weapons, electroshock weapons, air-soft and paint pellet guns. Firearms and bows may be stored with the University Police.

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 will be no audio associated with any camera. Access to these camera recordings is restricted to authorized persons within Residential and Dining Services and the University Police Department.

In the interest of safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a felony, therefore; the following acts are prohibited:

- Covering a detector, rendering the smoke detector inoperable
- 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. Students are not permitted to be on any roofs or overhang areas.

Exterior Doors:

A security alarm system is present on all residence hall exit doors except the main entrances. All exit doors at University Apartments and University Ridge are equipped with prop detectors that that will go off if doors are propped open for more than 30 seconds. As soon as the door is closed, the alarm will stop. Details of this system and policy will be given to you by your residence hall staff at the first hall meeting.

Restricted items and actions:

- *Open flames, such as candles, incense, smoking, the burning of any materials or other flame-emitting items.*
- *Use or possession of fireworks or firecrackers.*
- *Extension cords (only power strips with built in circuit breakers are allowed).*
- *Personal grills*
- *Flammable liquids (and other hazardous chemicals)*
- *Electric heaters or portable heaters*
- *Lava lamps, 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, 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.*

Large gatherings:

Private gatherings held in student rooms/ apartments must be confined to that specific room/suites/apartment. The Residential Life staff reserves the right to determine if the occupancy for private gatherings exceeds the amount that would be considered in violation of local fire and safety regulations.

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 a mess, 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.

Guests

You are responsible for the conduct of your guests, regardless of who they are, when they are present in on-campus housing. If you intend to have guests, be aware that you may be subject to disciplinary action because of their behavior. Additionally, university staff reserve the right to ask any nonresident to leave the residential buildings.

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 lost or stolen.

Interaction with Residential and Dining Staff

Residential and Dining staff who, in the course of their duties, are confronted with violations are obligated to report them. Residential and Dining staff include Administrators, Residential Learning Coordinators, Head Residents, Resident Advisors, Desk Receptionists, Facilities staff, and Dining Services staff.

Keys

In the interest of safety and security, residents are prohibited from giving their key and/or eCard to anyone else to use. It is the responsibility of the resident to report and pay for a replacement key if lost or stolen.

Pets

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 should be addressed through Disability Services/OASIS <https://www.esu.edu/oasis/index.cfm>

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 and Dining Services Office. The office will tell you how many they will need for posting. If approved, the publicity will be placed into the mailbox of each Residential Learning Coordinator, 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.

Solicitation

Solicitation in residence halls is not permitted without the written permission of the Residential Learning Coordinator and Director of Residential and Dining Services.

Tobacco/ Smoking

Smoking and the use of tobacco products, vapor and e-cigarettes are not permitted anywhere in residence halls or apartments. Smoking is not permitted within a 25 foot perimeter of a building, building entrance, air intakes 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 Residential Learning Coordinator, Resident Advisor, 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.

Visitation Regulations

For all residents, the ability to host guests within the residence halls is a privilege. Residential and Dining Services assert 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, requests for any disruptive visitors to leave residential spaces at any time will be honored. Any report of residents refusing to remove guests will be reported to the ESU Police Department for removal from the residence halls.

Residence hall visitors must comply with established sign-in procedures. Non-ESU guests must present a valid photo ID to be scanned at the front desk. ESU students must swipe their ID/e-card. All visitors, including ESU students, must be escorted to and from the lobby area and throughout the building. As a non-resident of the hall, you are required to stop at the desk and call the person whom you are visiting. Desk staff members are NOT permitted to give out room numbers and visitors must be escorted to the student's room by the host. Residential and Dining Services reserve the right to withhold privileges to residents as necessary.

Students are permitted to have overnight guests at any time (including weeknights) with the guest not staying for more than 3 nights out of the seven day period. For visitation purposes, the week will begin on Sunday and ends on Saturday. After 3 nights, the guest must be gone from the room/suite/apartment until the start of the next week of visitation. Additionally, roommates must be in agreement that a guest may stay overnight during every visit.

Minor Guests (age 17 and younger) 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 assure 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 parents/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 is pre-authorized, 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.
- Once the *Application for Minor Guests in the Residence Halls* https://www.esu.edu/residential_dining_services/documents/17-18/minors.pdf has been received, the desk receptionist will call the contact number to confirm the acknowledgment of the minor checking-in to the residence building.

Windows and screens

Windows are not to be used to enter or exit the residence halls. 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 not limited to, signage, posters, flags, banners, signs, personal messages or anything attached to the windows.

Residential and Dining Services Practices and Standards:

Abandoned Property

Belongings left in one's room/suite/apartment, or within common areas of the residential buildings, after a housing agreement period ends, or the housing agreement is cancelled are classified as abandoned property. Residents have seven (7) days to claim their property. After seven (7) days, the University reserves the right to dispose of all abandoned property.

Consolidation Policy

Addresses the consolidation of housing space within the residential buildings during the fall and spring semesters. As noted in your Housing Agreement, the Housing Department reserves the right to reassignment at any time.

Consolidation means "the act of joining together" or "uniting." In this case, this refers to housing spaces/vacancies. 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 two options.

Students have the following consolidation 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
3. Opt to pay for a guaranteed single, at the discretion of the Residential and Dining Services Department. The cost is 1 ½ times the room rate.

If a student does not make a decision (moving/consolidating or taking in a roommate) within five days, they will be billed for the upcharge. Violation of this policy will result in disciplinary action.

Roommate Agreement

Residential and Dining Services mandates every roommate to complete and submit a Roommate Agreement at the beginning of the assignment to the space. Residential Staff will use the agreement to open a discussion with each resident and address any real and/or potential conflicts. The Roommate Agreement, once agreed upon and signed by all roommates and a Residential Staff Member, is a binding agreement. The Roommate Agreement may be revised at any point through a Residential Staff member. If roommate conflicts continue all roommates are encouraged to attend mediation with the building supervisor or the Assistant Director of Residence Life.

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:

A. Scheduled Residence Hall Inspections. There will be room inspections throughout the academic year prior to the closing of university residence halls, University Apartments for university break periods, (Thanksgiving, Inter-session, Spring Break). Students residing on campus will be given prior notice and may or may not be present during the inspection.

Room inspections will consist of a visual inspection of the room 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.

B. Inspections Resulting from Suspected Violations of University Rules, Policies or Regulations or Federal, State and /or Local Laws. Whenever probable cause leads a representative of the Vice President for Campus Life and Inclusive Excellence (e.g., Director of University Center, Director of Residential and Dining Services, Residential Learning Coordinator, Graduate Learning Coordinator, Resident Adviser) to believe that an infraction of the university's rules, policies or regulations and/or federal, state or local laws is occurring in a student's residence hall room or involves a university issued locker, that representative is delegated the authority to conduct an inspection of the student's room or locker after announcing that such an inspection is requested.

Should a student deny access, such a denial could result in a referral to Student Conduct and Community Standards.

C. Administrative Searches. Administrative searches are those conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation will be found in a particular place. Authorization is given in writing by the Vice President for Student Affairs (or designee). In emergencies, a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search. Contingent upon the circumstances, administrative searches may take place without anyone being present.

At the conclusion of the search, the student will be notified in writing by the person authorized to conduct the search of what was found, and the names and titles of all persons conducting the search. Administrative searches are not done in conjunction with, nor under the direction of, the University Police nor on their behalf. Administrative searches are not generally conducted for the purpose of criminal 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.

D. Searches and Entries by Residence Life/University Staff. Searches 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.

E. 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:

Residence Hall Policies and Regulations

10

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.

