



ON-CAMPUS HANDBOOK

2024-2025

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Welcome to Eastern Illinois University Housing and Dining Services!

The information in this handbook is intended to give you a clear perception of what you can expect as a student in on-campus housing. We are eager to be of service whenever possible, and strive to do our very best to provide an environment that will maximize your college experience.

The following pages contain listings and descriptions of policies, options and services offered in the community of University Housing & Dining Services. The information in the On-Campus Handbook is subject to change without notice.



Housing Mission Statement

University Housing & Dining Services at Eastern Illinois University strives to create an educational and nurturing environment conducive to diverse learning opportunities and receptive to the needs of our students and guests in a manner that is congruent with the overall mission of the university.



Diversity Statement

The Department of University Housing and Dining Services at Eastern Illinois University pledges to create and uphold a community that embraces diversity in all forms; where people are treated with dignity and respect. In this community, all are safe to express their views, to live and grow as people without fear of discrimination or prejudice, and have the right to be accepted, not simply tolerated.

STUDENTS SAY THE TOP FOUR REASONS TO LIVE ON CAMPUS ARE

1. COST
2. CONVENIENCE
3. FRIENDS
4. ACTIVITIES



Based on the 2022 Resident Satisfaction Survey.

GETTING INVOLVED

Living in University Housing gives you many opportunities to get involved and be a leader on campus! This is a great way to have fun and establish lifelong friendships while carrying a number of responsibilities in the residence halls. Getting involved in your hall, Residence Hall Association, National Residence Hall Honorary, and Student Affairs Prep Program are all great opportunities available to on-campus students.

YOUR HALL

Residents are provided the opportunity to have their opinions heard and play an active role in their halls. Residents create communities through events and activities while providing them the experience in the decision-making process, participate as a leader in hall activities, oversee hall activity funds, and learn how to work with others. Meetings are held weekly.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) serves as the voice of on-campus residents. Weekly meetings, open to all students residing in University housing, are held to discuss any number of topics related to the needs of the ever-changing student population. RHA has provided input on room and board rates, policy changes, furniture purchases, and renovation plans. Each residence hall elects three residents to serve as RHA representatives for their hall.

NATIONAL RESIDENCE HALL HONORARY

The National Residence Hall Honorary (NRHH) is the recognition branch of the National Association of College and University Residence Halls (NACURH). NACURH, as an organization, believes that recognition is a must in a strong residence hall community. As such, NRHH is there to make sure that we don't forget to give those who deserve it a much-needed pat on the back. NRHH chapters have a special way of recognizing those top leaders - by membership. NRHH chapter membership is selected every semester through an application process.

SERVICES OFFERED

HOUSING SERVICES

ACADEMIC CLASSROOMS, RESIDENCE HALLS

Academic classrooms, located in Stevenson and Taylor Hall, are used for EIU courses.

ACADEMIC PROGRAMS

University Housing & Dining Services strives to promote and support the academic mission of the University. The residence halls and Greek Court provide academic assistance through a loosely structured set of programs that can be adapted based on the ever-changing needs of the on-campus population. Past topics have included stress management and preparing to meet with an academic advisor.

ACADEMIC ALERTS SYSTEM

The Academic Alert System was designed to help students who were missing classes or not completing assignments because these factors indicate that the student may not be prioritizing their course work or may need help to do well. At any point in the semester, an instructor may submit a student's name. Alerts may come after tests, midterms, or papers are due as faculty review their grades. Students will then be contacted by an undergraduate or graduate student who is working with the Academic Alert. If you are missing classes and you live in the residence halls, you may receive a visit from your RA.

FRONT DESK, OFFICE

Each area has a front desk/office or access to a front desk/office. They generally lend out cleaning supplies, games and sports equipment. Other services include lock outs, general information, etc.

GREGG TECHNOLOGY CENTER, COMPUTER SUPPORT

The Gregg Technology Center assists on-campus residents with software related issues such as virus removal and hard drive clean-up. The center also assists with network connections. Individual Ethernet connections are provided per resident. Wireless Internet Access is available in all residence halls, Greek Court and University Court.

LAUNDRY FACILITIES

On-campus washing machines are all high efficiency machines that require the use of high efficiency (HE) detergent. Only two tablespoons of detergent are required per load of laundry. On-campus laundry facilities are for on-campus residents for the building they are assigned to only. Off-campus students are not permitted to utilize on-campus laundry facilities and on-campus residents are not permitted to allow off-campus students to gain access to/or utilize on-campus laundry facilities.

MAIL SERVICES

Mail is delivered to University housing facilities each day, except Sundays and U.S. Postal Service holidays. There is one mailbox per room or apartment.

To view how to write your mailing address visit: eiu.edu/housing/bldg_address.php

MAINTENANCE REQUESTS, ONLINE WORK ORDERS

On-campus students can report maintenance problems at their front desk or office or online. Problems should be explained in full so the urgency of the situation can be

determined. Safety and security requests are first-priority.

To submit a work order, visit: eiu.edu/housing/work_order.php

MOVIES ON DEMAND

Go to movies.eiu.edu to choose from our library of movies on your laptop, desktop computer or mobile device (app required). Beginning at the start of each semester, new movies will be added each month. Library will reset at the start of each semester. This service is only available inside on-campus residences.

PUBLIC COMMUNITY SPACES

Activities will differ from building to building but may include billiards and/or ping pong tables, video games, and TVs.

STUDY AREAS

Each building has an area reserved for students who do not wish to study in their rooms. These study spaces are located in various areas of each building.

TTY

TTY refers to a specialized teletypewriter designed for use by individuals who have hearing or voice impairments. TTYS are available for students' use.

24-HOUR ASSISTANCE

There is a live-in staff member on-call 24/7. Check the front desk or office to see who is on-call in the residence halls, Greek Court and University Court.

LIVING LEARNING COMMUNITIES

While it's the people that make our buildings special, there are a few floors that offer a little something extra.

FRESHMAN CONNECTION

The Freshman Connection program pairs

incoming freshmen with upperclassmen and Panthers who have lived the EIU experience. Freshman taking part in this program will receive first-hand knowledge about how to take on classes and studying, making friends, joining groups, and manage finances while in college.

HONORS HOUSING FLOORS

The Pine Honors College in conjunction with University Housing & Dining Services offers opportunities to create a new perspective on education and to integrate its experiences on the world we live in. Honors students live with students from diverse majors and backgrounds in our Living Learning Communities.

ROOSEVELT LEADERSHIP INSTITUTE

Residents in Pemberton Hall can join this women's leadership community to dedicate themselves toward developing engaging leadership qualities through inspiring and robust programs, civic service activities, and a guest speaker series provided by successful women leaders across campus and the community.

GENDER INCLUSIVE HOUSING: DOUG DI BIANCO COMMUNITY

The Doug Di Bianco Community is an inclusive community designed to create a comfortable and supportive environment for all students of all genders and sexual identities. Community members have the opportunity to connect with role models and allies at EIU. The community also has a partnership with the Center for Gender and Sexual Diversity.

TRANSFER HOUSING LLC

Our Transfer Living Learning Community resides in our suite style building, Stevenson Hall. Benefits of living in Stevenson Hall will be an immersion of engaging and social Living Learning experiences tailored for Transfer students who are adjusting to EIU. Programs will provide opportunities to connect with others in a fun and engaging way, and educate students on resources at EIU.

FYRE LLC

First-year students can take part in this LLC to gain a solid foundation as they begin their academic careers. This first-year-only community will help you develop your identity as a Panther. In the FYRE community, students will be supported in their success, be connected to resources, and make friendships that last a lifetime all while living on campus. Benefits of this floor include first-hand knowledge about how to take classes and study, make friends and join groups, and manage finances while in college.

LUMPKIN COLLEGE LLC

Freshmen and incoming transfer students interested in Business and Technology fields are encouraged to join this community of students who have similar interests and aspirations. Frequent activities will give students opportunities to invest in their personal growth, expand their network, learn new skills, visit companies, and hear about current developments locally and globally.

Read more about Living Learning Communities (LLC's) here: eiu.edu/housing/floors.php.

CAMPUS SECURITY

Personal security is provided to on-campus residents by limiting access to buildings and rooms to those with keys, requiring escorts for all guests.

ALERT EIU (TEXT MESSAGING SYSTEM)

Students are encouraged to sign up for Alert EIU, a text-messaging system that notifies subscribers to situations that require immediate action. Go to eiu.edu/alerteiu to sign up.

EMERGENCY SIREN AND PUBLIC ADDRESS SYSTEM

A campus-wide siren/public address system will sound a pulse tone, followed by a public address message, if needed. The pulse tone signifies that you need to check your Eastern-assigned email and/or Eastern's Website for important information.

EMERGENCY TELEPHONES

Emergency telephones are located throughout campus. These phones are bright blue with a blue light on top to allow students to quickly recognize them if the assistance of a University police officer is needed. By simply pressing a button, police are dispatched to the location of the respective phone.

SECURITY CAMERAS

Security cameras have been installed in the public areas of University-operated housing units.

STAFFING

University Police, Charleston Police and Night Assistants keep watch while residents are asleep. Resident Assistants are also available for assistance.



PANTHER DINING

Panther Dining operates three residential dining centers, Panther Catering, the University Food Court, a convenience center and Java Beanery & Bakery. In order to best serve the University, we open early and close late. Actual hours subject to change.

Visit eiu.edu/dining for more information.

ACE SUSHI®

Offering fresh, high quality sushi and fusion items by specially trained chefs in convenient grab-and-go packages.

CHICK-FIL-A®

Chick-fil-A® offers an array of entrees and salads for the person looking for a tasty alternative to a burger.

QDOBA MEXICAN EATS®

Creating freshly made, Mexican-inspired food created with contemporary flavors that guests crave. The most delicious flavors start with quality ingredients and thoughtful preparation. Food made fresh daily including hand-crafted guacamole.

PANTHER GRILLE

This popular location offers hamburgers, specialty sandwiches, and appetizers. Home of the "Fill in the Bun" contest held annually. Breakfast menu offered on weekdays.

STEVENSON TOWER DELI

Stevenson Tower Deli offers made-to-order grilled deli sandwiches, wraps, specialty salads, and several grab-n-go choices to complete the meal.

STEVENSON TOWER GRILL

Stevenson Grill offers made-to-order breakfast burritos, omelets, and a yogurt bar. The Grill is also the home of Stevenson Tower Reservation Dining - a full-service dining experience offered Thursday and Friday evenings. Menu items include steak and other choices served with a soup or salad, and a dessert.

SOUTH QUAD DINING (SQD)

Healthy options, chicken entrees, a variety of ethnic cuisine, potato and bread options will be served. A buffet featuring salads, desserts and side dishes are available to complete the lunch and dinner meal. A breakfast buffet is available. Make-your-own waffles and a yogurt bar are offered at all meals.

JAVA BEANERY & BAKERY

Located in the MLK Jr. University Union, Java B&B serves Seattle's Best® espresso and baked goods.

MARKETPLACE CONVENIENCE CENTER

The Marketplace Convenience Center offers an array of goodies from chips, ice cream novelties and cereal bars to frappuccinos, soft drinks and microwavable meals.

COMMUNITY VALUES

University Housing & Dining Services strives to provide an atmosphere where students can learn and effectively pursue their academic and personal goals. In addition, the staff is committed to creating a community where ideas are freely discussed, topics of concern are explored, and a sense of community is fostered among all students. Students are encouraged to develop several community commitments where people and property are respected and an awareness of global and local issues and concerns are promoted. We hope that you will join your fellow residents in developing a community dedicated to the following goals:

RESPECT

Respect for one's self, and respect for others, is the hallmark of a striving community. Respect results in dedication to individual collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

VALUING DIVERSITY

Eastern Illinois University is committed to strengthening the relationships and level of understanding among people by supporting them in learning about the diversity that exists and enriches our community. We encourage each person to see this as a lifelong learning process in which he/she continues to develop the skill and attitude necessary to be a positive and productive member of society.

COMMUNITY WATCH

Much like the neighborhood watch program found in many communities, we ask you to watch out for and protect your "home away from home" and the members of your neighborhood. The safety and security of each residence hall depends, in part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. For your own safety and the safety of your fellow residents, please observe appropriate safety and security measures.

COMMUNITY STANDARDS

GENERAL STANDARDS

Eastern Illinois University is an academic community in which learning and scholarship flourish. While members of this community contribute a diverse mix of ideas and backgrounds, we hold in common those standards of conduct which exemplify personal integrity and ethical behavior and which advance the mission of the University, its traditions and values. Upon enrollment at Eastern Illinois University, every student is held to the standards of conduct contained in the code of conduct. [You can find the EIU Student Conduct code at eiu.edu/judicial/studentconductcode.php.](http://eiu.edu/judicial/studentconductcode.php)

Staff will address actions that are contrary to policy or community standards. In addition, the behavior might also prompt a referral to a University Housing staff member or the Dean of Students staff who will determine what is appropriate in terms of addressing the behavior.

It's our most sincere desire that by calling attention to inappropriate behavior and its consequences, better judgment will be exercised and future misbehavior can be avoided. Minimum standards of conduct are specified in the Student Conduct Code as well as by observance of the policies contained in this handbook.

Complicity is being present during the planning or commission of any violation of the Student Conduct Code in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.

Sanctions may include restitution for damages, reprimands, fines of up to \$200, probationary status, imposed reassignment, removal from University Housing, and others. Whether disciplinary action is an appropriate response to an incident is the determination of the Professional Staff Member in your building or the Dean of Students Office. Cases in which the facts of an incident are in dispute may be referred to Dean of Students for resolution. Most situations can be resolved in a confidential meeting between the student and University Housing staff member. Dean of Students shares office space with University Housing & Dining Services in the west wing, lower level of the MLK, Jr. University Union and recommends that you be familiar with your rights and responsibilities as contained in the Student Conduct Code. Please contact the Dean of Students staff with any questions at 217-581-3827.

ABANDONED PROPERTY

Residents have 30 days to claim abandoned property after receiving notification from University Housing & Dining Services. After 30 days, the property will be turned over to a charitable group. [See Bicycles, Motor-Driven Vehicles, In-Line Skates & Skate Boards](#)

DISCIPLINARY RECORDS

Dean of Students keeps student disciplinary records, normally for six years, before destroying them. The Family Educational Rights and Privacy Act of 1974 generally prohibits the release of any student record outside of the University without the student's permission.

EDUCATIONAL SANCTIONS

Sanctions imposed as the result of disciplinary action reflect the University's response to inappropriate student behavior. To safeguard the privacy of the student, Standards Board hearings (conducted by Dean of Students staff) are confidential and, for that reason, there may be limited awareness by the rest of the University community of the consequences of unacceptable conduct. Disciplinary action may be taken in addition to, or in the absence of, the filing of related criminal charges. Incidents that occur off campus may also result in disciplinary action if they are determined to significantly impact the University's interest and/or reputation. The following information is provided to make our disciplinary system more easily understood, rather than a source of surprise. An atmosphere of mutual respect and civility is the ideal which is promoted.

Typically, sanctions as described here will be imposed in the absence of mitigating or aggravating circumstances. It should be remembered that each situation and student is dealt with individually, with an appropriate response being the ultimate goal. You should be familiar with your obligations and responsibilities. Ignorance of such will not relieve you of accountability for your behavior. If you have any questions, contact Housing Staff or Dean of Students.

INDIVIDUAL RESPONSIBILITY

The primary responsibility for discipline rests with the individual. Consideration and respect for others is required in University Housing to avoid a proliferation of rules governing individual conduct.

NOTIFICATION OF PARENTS

Students under 21 years of age who are financially dependent on their parent(s) or guardian(s) will have their parents notified of disciplinary action taken which jeopardizes the residence or enrollment (Housing or Disciplinary Probation), or which results in the student's suspension or removal.

SUSPENSION/REMOVAL FROM THE UNIVERSITY

Suspension/removal from the University may result from incidents (whether on or off campus) involving theft, inflicting harm to self or others, distribution of controlled substances, possession of ANY amount of "hard" drugs (cocaine, PCP, etc.), or any repetitive behavior.

UNIVERSITY STANDARDS BOARD

Violation of the Student Conduct Code or related housing policies are commonly resolved at a meeting between the student and the Housing Staff member. In the case of disputed allegations of misconduct, a hearing would be provided by a staff member or a panel of the Dean of Students Board. The panel has student, staff and faculty representation.

Students are urged to read the Student Conduct Code, copies of which are available from Dean of Students or online at www.eiu.edu/judicial.

HOUSING SPECIFIC STANDARDS

ALCOHOL POLICY

Eastern Illinois University Housing and Dining services strives to support healthy and responsible choices concerning the consumption of alcohol. University Housing believes that the consumption of alcohol, in moderation, is a privilege for those residents of legal drinking age as mandated by state law who choose to live within our communities.

THE POSSESSION OR CONSUMPTION OF ANY ALCOHOLIC BEVERAGE OTHER THAN BEER, HARD SELTZER, OR WINE IS PROHIBITED IN UNIVERSITY HOUSING.

Beer will be defined as domestic or imported beer, malt liquor or specialty malt beverage. Beer, hard seltzer, and wine consumed must have an alcohol percentage by volume of

less than 7%. It is recommended that beer and malt liquor products be consumed in the original single serving container, but if not, the container must be on hand to prove the content of the beverage.

Only one open container is allowed at a time. No open containers of alcoholic beverages are permitted in common areas. You have 24 hours to get rid of empty cans and/or bottles. Empty cans and/or bottles may not be stored, collected, or used as decorations in a residential room or apartment. Bulk containers of alcoholic beverages are not permitted (examples include servings of beer larger than quart bottles, kegs, pony kegs, mini-kegs, barrels, half-barrels, and quantities of wine larger than gallon bottles).

- **DRY RESIDENCE:** If all residents of a room are UNDER the legal drinking age, NO alcohol of any kind is allowed in the room, even by guests who meet the legal age requirement. All students present will be considered in violation of this policy regardless of alcohol consumption.
- **DAMP RESIDENCE:** If one roommate is of legal drinking age and the other roommate is under the legal drinking age, the of-age roommate and their guests of legal age are allowed to possess beer or wine in the room. Of-age guests cannot possess beer or wine unless their host is present. The under-age roommate and his/her guests of any age are not allowed to possess beer or wine in the room. If the of-age roommate is consuming beer or wine, the under-age roommate and his/her guests may be present.
- **WET RESIDENCE:** If both residents are of legal drinking age, they may possess and consume beer or wine in the privacy of their room and apartment as long as they meet University alcohol standards. Residents are prohibited from consuming or storing beer or wine in common areas of a residence hall or apartment.

Housing staff may direct residents (regardless of age) to empty containers of alcohol if:

- There is an excessive amount of alcohol present.
- Other policy violations have occurred as a result from alcohol consumption.
- Disruptive behavior is reported or observed.
- Dangerous drinking habits are suspected.
- The alcoholic drink is not beer or wine.

Conference guests, alumni, parents, residents and their guests are all subject to this policy.

ALCOHOL POLICY – GREEK COURT

Individuals in the chapter house and 21 years and older are allowed beer and wine in their suite, provided they adhere to the alcohol policy. No open containers are permitted in common spaces such as the hallways or chapter rooms. Consumption of beer or wine is a privilege for those who are of the legal age, providing consumption is in moderation. The possession or consumption of any alcoholic beverage other than beer or wine is prohibited in university housing. Any other students and guests must also be of the legal drinking age. Any alumni, guests, and parents are subject to this policy. Chapters are expected to adhere to their local and national policies and procedures as it pertains to the use or consumption of alcohol in their chapter houses.

APPLIANCES, RESIDENCE HALLS AND GREEK COURT

Appliances not permitted include air conditioners, electric heaters, candle warmers (with the exception of light-bulb warmers), ceiling fans, and lava lamps. The use of cooking appliances in your room is strictly prohibited. The only exception is a 900 WATT (maximum) microwave built within the past 5 years or refrigerator no larger than 5 cubic feet. Banned cooking appliances include George Foreman® Grills, hot plates, crock pots, toasters and similar items. All appliances must be UL approved.

AUTOMOBILE PARKING (STUDENT LOTS)

Student parking lots require a parking permit. Permits are \$50 per semester or \$100 per year for Juniors and Seniors (60 plus credit hours earned). Freshman and Sophomore permits are \$100 per semester or \$200 per year with restricted parking areas. Visitors can purchase a day pass at the University Police Department for \$1.50 per day. Summer parking permit costs, as well as parking regulations and applications for parking permits, are available from the University Police Department.

Housing is not liable for your vehicle in the parking lots. See [Parking and Vehicle Control Regulations at eiu.edu/police/Parking_and_Vehicle_Control_Regulations.php](http://eiu.edu/police/Parking_and_Vehicle_Control_Regulations.php)

BALCONIES, UNIVERSITY COURT

Balconies should be kept clean and neat at all times, and are not to be used as an entrance/exit. University furniture is not allowed on balconies. Items may not be attached or hung from balconies. Do not climb, jump off, or abuse the balcony. Occupancy of balconies should not exceed 6 people. Note that some apartments in University Court have balconies that are inaccessible. Residents are prohibited to use inaccessible balconies or force open the door.

BALL PLAYING

Ball playing is prohibited inside of buildings and within 100 feet of buildings.

BARBECUE GRILLS, UNIVERSITY COURT

The use/storage of charcoal/gas barbecue grills on University Court balconies is prohibited. Charcoal barbecue grills may be stored in residences and used in grassy areas of University Court at a distance of 15 feet from any building or structure. Gas grills may not be stored or used in any on-campus housing facility.

BATHROOM POLICY ON FLOORS WITH TRADITIONAL AND COMMUNITY STYLE BATHROOMS

Guests should ask the front desk or a staff member for the location of gender designated or gender neutral restrooms. All facilities, including showers, are designated as single-person use.

BICYCLES, MOTOR-DRIVEN VEHICLES, IN-LINE SKATES, SCOOTERS, HOVER & SKATE BOARDS

Bicycle racks are available at each University Housing facility as well as near campus buildings. Bicycles cannot be stored in any public area in University Housing facilities or locked to any University building, stairwell, etc. Bicycles may be stored in student rooms or apartments providing all roommates agree. Anyone who owns a bicycle is encouraged to obtain a strong lock and chain and register it with the University Police Department.

Any bicycle left in the bike racks after the end of the spring semester will be considered abandoned property. After 30 days the University can dispose of them without recourse from the owner.

Due to the high risk of fire, hover-boards (battery-operated, self-balancing scooters) are not permitted in residential and academic buildings.

Motorized vehicles should also be registered with the University Police Department. Owners must abide by all University parking and traffic regulations. Motor-driven vehicles of any type are not permitted in University buildings, student rooms or apartments.

Operation, charging, or storage of transportation devices with Lithium-Ion Batteries/battery packs (including, but not limited to hoverboards, skateboards, scooters, electric scooters, Segways etc.) are not permitted unless the device is approved through The Office of Student Accessibility Services.

Motor-driven vehicles are not to be driven on sidewalks or patios. Parking is permitted in designated areas only. Motorcycle parking permits are \$10.00 for the year and \$5.00 per semester. Skateboards, in-line skates, and bicycles may be used on sidewalks for safe transportation purposes only. They may not be used within University buildings.

Bikes, motor-driven vehicles, in-line skates, hover and skate boards may not be ridden in University buildings, student rooms, or apartments. Excessive speed, stunt riding, or any other use of bicycles, motor-driven vehicles, skateboards, hover boards or in-line skates that may cause property damage and/or endanger self or others is prohibited. Users may not ride on stairways, patios, dock areas, benches, picnic tables, or other irregular surfaces.

Students, faculty, or staff violations are subject to institutional disciplinary proceedings. Non-University persons can be required to leave campus immediately and may be subjected to restrictions on subsequent visits to the University. [See Abandoned Property.](#)

BUILDING MEETINGS, RESIDENCE HALLS AND GREEK COURT

Residents are responsible for all information discussed at floor meetings. See your Housing staff assigned to your building for more details.

BUSINESSES (PERSONAL)

No one may run a commercial business from a residential room, suite, apartment without the express written consent of University Housing and Dining Services. All inquiries should be directed to University Housing and Dining Services.

CANDLES AND COMBUSTIBLES POLICY

Candles, oil lamps, incense or any other combustible materials are not allowed in any University Housing facility. This includes any-

thing that is an open heat source. Fishnets, crepe paper, potpourri and other combustibles in your room are prohibited.

CHECK-OUT PROCEDURES

Check out our website for current Check-Out Procedures: eiu.edu/housing/closinginfo.php

The check-out procedure is as follows:

- On-campus residents need to make an appointment with a Staff Member. If you live in University Apartments call 217-581-3924 to make your appointment. You must make your appointment at least 24 hours in advance of the desired check out time. In order for residents to be properly checked out of University Housing, all issued keys must be returned.
- Before returning the keys, the resident should ensure that all personal items have been removed from the room or apartment, storage closets and balcony. The University does not assume responsibility for items left in your room or apartment after check out. The resident should also check to be sure that all University furniture is in the room or apartment and in the correct rooms (in the apartments).
- It is the responsibility of the resident to leave the room/apartment in the same condition as it was found. This means a clean room or apartment, including stove and refrigerator. When you vacate an apartment, clean it thoroughly, doing such things as removing the cushions from the sofa, collecting all crumbs, articles, etc. Remember to sweep and mop the kitchen and bathroom floors; clean grease out of oven and stove burners; and defrost and dry out the refrigerator (leave the door propped open).
- All Campus residents are responsible for any damages they have caused to their room or apartment, as well as floor or common area damages. Unpaid damages will be billed to the student's University account.

- Don't forget to remove all trash from your wastebasket and sweep the floor.
- Residents must be present at the time of check out, or they will have to make arrangements for another time with their housing staff member.
- After a housing staff member checks the room, they will close and lock the door behind you and you will be free to leave.

NOTE: If you do not check out of the residence halls, Greek Court, University Court, or University Apartments properly, you will be assessed a \$100 improper check-out charge and be billed for damages. A hold will be placed on your records if necessary.

CHRISTMAS TREES

Fire and safety regulations do not permit live Christmas trees in student rooms. Christmas lights must be UL approved.

CLEANING CHARGES, UNIVERSITY COURT & UNIVERSITY APARTMENTS

The following is a sample of cleaning charges that may be assessed upon inspection of your apartment. You may also be charged for common building damages. Actual cost may exceed the provided examples.

Stove/Oven	\$75	Walls/Windows:
Lavatory	\$35	\$20/Hour
Refrigerator	\$75	Carpet Shampoo:
Bathtub	\$45	\$30/Room
Broilers	\$40	Exterminating (Pet):
Stool	\$35	\$110
Sink	\$35	Carpet Swept: \$60
Cabinets	\$40	

COHABITATION POLICY

Only the individual(s), as assigned by the University, may reside in a University operated residence. An excessive number of visits, even if they last no more than two nights in a row, may be considered a violation of the cohabitation policy. Excessive frequency and/or duration of a guest's stay may also be considered a policy violation. Guests may

not prolong their visit by moving to another room. A guest may not occupy a room while the host and roommate(s) are absent. A host may not leave a guest with their roommate without seeking the consent of the roommate first. The roommate must understand that if they consent, they are taking responsibility for their roommate's guest.

COIN-OPERATED MACHINES

Coin-operated machines or game tables in student rooms are prohibited.

COMMON DAMAGE (FLOOR) CHARGES, RESIDENCE HALLS AND GREEK COURT

Damages occurring in public areas are charged to individuals or groups when responsibility is established. When the individual responsible cannot be determined, all residents of the building or floor become collectively responsible for costs involved in repair or replacement.

COOKING IN ROOMS, RESIDENCE HALLS AND GREEK COURT

There are kitchenettes and microwaves located in each residence hall and Greek Court chapter house. The use of cooking appliances in your room is strictly prohibited. The only exception is a 900 WATT (maximum) microwave built within the past 5 years.

DECORATING POLICY

You may display decorations, posters, or pictures as long as they do not deface or damage any surface or structure. You may use painter's blue tape, frog tape or command strips. The following items may not be used: thumbtacks, contact paper, adhesive tape, duct tape. Shelves, shelf brackets, LED or any other hanging lights, pictures and/or wall hanging may not be attached to or hung from the walls, ceiling, or door by nail, screws, other fastening devices. Holiday decorations must be made of fire-proof materials. Louvers in doors and heating/air-conditioning vent may not be covered

DISPOSAL OF SHARP OBJECTS

Students are not to place objects such as razor blades, broken glass and needles (hypodermic, sewing, etc.) in regular trash bags or trash chutes. Sharps Containers, are available through University Housing. Let your hall staff know what you need.

DRUG POLICY

The illegal making, distribution, possession of, or use of, compounds which produce hallucinations or illusions when introduced into the body, and compounds covered under federal and state drug control laws is prohibited. Individuals who engage in actions contrary to these laws will face disciplinary and legal action, including possible suspension or removal from the University. The possession of and/ or use of drug paraphernalia is also prohibited.

ELEVATOR POLICY

Tampering with or maliciously damaging the elevators will result in responsibility being placed on those individuals identified or on the building as a whole if the responsible individual(s) can't be identified. Use the emergency elevator bell only in the event of an emergency. Anyone causing damage to an elevator will be subject to disciplinary action (minimum \$100 fine, restitution for repair and probationary status). Use of tobacco products and Community Standards alcohol within the elevators is prohibited as well as the use of an unauthorized elevator key.

ENTERTAINING IN YOUR APARTMENT, UNIVERSITY COURT

There have been many occasions in which University Court residents who are 21 have chosen to entertain in their apartments, during which beer and wine were served. Most of these gatherings have been successful and under the control of the residents involved. To avoid any problems, you need to know the University's policy on beer and wine.

Social gatherings at which beer and wine are

served are permissible in student apartments, yet parties are not. The distinction in terms need not be made so much by the number of people present, as the level of disruption created. In any case, the maximum number of people allowed in the apartment is 14, which includes the residents of the apartment. If you intend to hold social gatherings, in your apartment please observe the following responsibilities:

- **HARD ALCOHOL IS NOT ALLOWED ON UNIVERSITY PROPERTY INCLUDING UNIVERSITY COURT.**
- Respect your neighbors. Keep them informed of any pending social gatherings you plan to host in your apartment. End your social gathering at a reasonable hour. A reasonable volume must be maintained at all times or your guests will be asked to leave the premises.
- Keep your social gatherings small and manageable. Don't post signs advertising a party. Know your guests, as you are responsible for their conduct and any damages they cause.
- Observe the University's guidelines for possession of beer and wine on University property. Do not bring in kegs. DO NOT permit your guests to leave your apartment with beer and wine.
- You may be held financially liable to third parties for damages caused by someone you have served drinks.
- Selling alcoholic beverages is prohibited (You cannot avoid this by the obvious selling cups, charging admission, etc.). Evidence of selling anything will also be considered when imposing disciplinary sanctions.
- Keep music turned down and people off the balcony. Yelling attracts party crashers that may cause problems.
- The grounds are cleaned on a regular basis, but you are responsible for cleaning up the mess created by your gathering.
- Escort your guests quietly out of the building to ensure that no loud disturbances or disorderly behavior occurs,

bothering sleeping residents.

Failure to observe any of these responsibilities could result in a loss of the privilege to entertain with alcohol present. The entire staff will consistently enforce the University's noise and alcohol policy, including the prohibition of kegs and hard alcohol in the apartments. Please help us maintain an educational atmosphere in University Court by observing the above guidelines.

FACILITIES IN RESIDENTIAL BUILDINGS (USE OF)

A Facilities Request Form must be completed at: eiu.edu/housing/spacereq.php at least 48 hours in advance before any request will be considered.

FIREWORKS

Possession of or use of fireworks are not permitted in University Housing.

FRESHMAN HOUSING POLICY

The University Housing policy includes the requirement that until all available residence hall space is exhausted, all Eastern Illinois University students with less than 30 semester college credit hours earned after high school graduation (duel credits do not apply) are required to live in University-operated residence halls. Exception considerations are as follows:

- Students who have lived in a Residence Hall for 2 or more semesters (2 summer sessions are equal to one semester) as verified with record of prior residency.
- Students who are married as verified with a certified copy of the marriage license.
- Students who have attained their 21st birthday PRIOR to the beginning of the semester for which enrollment is sought as verified with Eastern records.
- Students who live at home with their parents within a 50 mile radius as verified with notarized statement from parents.
- Students who, by reason of medical necessity, require special housing that

cannot be provided by University Housing & Dining Services verified with a statement from your attending physician and approved by an Eastern physician.

FALSE ALARMS AND FIRE SAFETY EQUIPMENT

False reporting of an emergency and unauthorized use of or tampering with emergency or safety equipment (i.e., fire extinguishers, fire alarms, smoke detectors, sprinklers, fire doors, security cameras, etc.) is prohibited and are criminal offenses. Intentional misuse of equipment will result in a minimum \$100 fine and restitution for repair/recharge and probationary status. An intentional false fire alarm will likely result in separation from the University.

Smoke detectors have been installed in all student rooms, apartments and suites for the safety of all residents. Covering smoke detectors with plastic, cloth, or any other coverings is considered to be tampering the detector and is prohibited. Tampering with the detector or removing the battery defeats the protection for you and others that the smoke detectors provide. The University feels so strongly about the safety of its buildings and occupants that a first offense will result in a \$100 fine and University Disciplinary Probation. A second offense will be referred to Dean of Students. Problems with a smoke detector should be reported to a housing staff member immediately.

FIRE EXTINGUISHERS, UNIVERSITY COURT

Use of a fire extinguisher should be reported to the University Court Office so it may be replaced for your safety. Failure to report the usage within 24 hours will result in the resident being responsible for the recharging or replacing cost.

FIRE/SAFETY EVACUATION PROCEDURE

Evacuation procedures vary from building to building. You will find yours posted on the back of your room door. They have been

designed to empty the building safely and quickly. Residents are required to leave the building promptly if an alarm is sounded. Failure to follow evacuation procedures and probationary status will result in a minimum \$50 fine. When the fire alarm has been shut off, a staff member, fire fighter or University police officer will allow you to re-enter the building. All fires must be reported to a member of the housing staff, even if an alarm is not sounded, so that the extinguisher may be recharged and the area cleaned.

FURNITURE POLICY

University furniture may not be removed from apartments, rooms or public areas. Additionally, furniture may not be transferred or exchanged between apartments or rooms without prior written approval from University Housing & Dining Services. Additionally, foosball/pool tables, water beds, freezers and large electrical appliances cannot be moved into University-operated housing. [See *Lofts and Bunk Bed Policy*](#).

GAMBLING POLICY

Gambling in any form is prohibited in University Housing.

GUEST POLICY*

A guest is defined as an individual who is visiting a person residing in a specific room/apartment other than the residence assigned to said individual by the University, regardless of whether or not they reside within the same building. All residents are responsible for the actions and behaviors of their guest(s) who enter our communities. The host must stay with their guest at all times during their visit and inform them of any policies and standards of the learning community, housing and the University. After their visit, guests should leave promptly from the residence hall. The host must ensure that the presence of the guest(s) does not infringe on the rights of their roommate or overall community.

GUESTS REGISTRATION

Non-student, overnight guests must register during normal desk hours through the front desk of the hall where they are staying. A resident may host an infrequent and occasional overnight guest, provided that such does not interfere with the rights of the roommate(s) or other community members. Residents must have their roommate's consent for a guest stay overnight. Guests may stay overnight with a resident for no longer than two consecutive days (i.e., a typical weekend stay) unless otherwise noted by a professional staff member.

HALLWAYS & EXITS

Hallways and stairwell doors must be kept closed at all times unless otherwise specified by a housing staff member.

HEATING AND COOLING

Use, installation, and maintenance of non-university installed window air conditioners, portable spot coolers, and portable space heaters are generally not allowed, but must have prior authorization from University Housing and Dining Services (UHDS). Unauthorized units will need to be removed, and responsible individuals will be documented and referred to the Dean of Students.

KEY POLICY

If keys are not found in three days, the resident will be charged \$60.00 for the loss of an apartment key and/or building key. U-Court mailbox key replacement to \$20.00. Bent or broken keys returned to the office will result in a \$10.00 charge for a replacement.

KEYED ELEVATORS, RESIDENCE HALLS

Keyed elevators help to ensure your own personal safety by keeping unwanted strangers off the floors. Escorting strangers who may get onto the elevators without keys defeats the purpose of the keyed elevators. Visitors must call their host for an escort.

**See Bathroom Policy, Unescorted Guest and Visitation Policies.*

LOCKOUT PROCEDURE

Locked out residents should seek assistance from EIU Housing Staff. Residents receive three free lockouts. Additional lockouts will result in a \$20.00 charge being added to the student's EIU account.

Lockout charges will begin starting on the 10th class day of each semester.

LOFTS AND BUNK BED POLICY

Student built or provided lofts and bunk beds are not allowed in rooms containing University provided loftable and bunkable furniture. In rooms not containing this type of furniture, all student built or provided lofts and bunk beds must meet the following standards:

- Beds and frames must be free standing and cannot be attached to a wall, ceiling or room furnishings.
- Bolsters may not be removed from the wall or readjusted to accommodate a loft or bunk bed.
- Bunk beds must support the full length of the box spring unit.
- University furnishings, including bed frames and mattresses, may not be removed, transferred or exchanged from or between rooms.
- All lofts and bunk beds must be designed and constructed with fire and personal safety in mind.
- Enclosed lofts are not permitted. University Housing & Dining Services will remove any loft or bunk bed that doesn't follow these guidelines. *The University assumes no responsibility for any personal or property damage resulting from the use of student-built bunk beds or lofts. See Furniture Policy.*

LOST AND FOUND POLICY

Non-perishable lost and found items will be held for 30 days. After 30 days, the property will be turned over to the University Police Department or a charitable group.

MAIL POLICY

Mail or packages are accepted for residents only.

MAILBOX POLICY

Official University correspondence may be placed in student residential mailboxes by the building staff only.

MAINTENANCE POLICY

Residents are not permitted to undertake repair work to the building or its equipment. Residents may not alter the structure, paint, or remove any University property from the assigned residence unless given permission in writing from the Associate Director of University Housing & Dining Services for Residential Facilities.

MOVES WITHIN UNIVERSITY HOUSING

It is required that you contact your staff member to receive permission and before you move within the building or transfer to another residence hall or to Greek Court so they can complete the necessary change forms.

YOU MUST OFFICIALLY CHECK OUT OF THE ORIGINALLY ASSIGNED SPACE TO AVOID AN IMPROPER CHECK-OUT OR MOVE CHARGE OF \$100.00.

NOISE POLICY

All residents have the right to read, study and sleep without interference or unreasonable noise and other disturbances. Therefore, a uniform noise policy was developed to insure these rights are observed and that all students know what is expected of them. *Study Hours are 8pm to 10am Sunday through Thursday and 12am to 12pm Fridays and Saturdays. During Midterm and Final Exam weeks, intensive study hours are in effect 24 hours a day with relief hours being from Noon to 1pm, 5pm to 6pm and 10pm to 10:30pm.*

The University reserves the right to remove or restrict the use of radios, televisions, speakers, or the use of musical instruments if they are used in such a way as to disturb the other residents or if their use creates a fire hazard or housekeeping problem. The first incident will result in a warning and/or University

reprimand. Repeated violations will result in fines and/or restrictions. **PLEASE USE HEADPHONES FOR THE CONSIDERATION OF YOUR ROOMMATE AND OTHER RESIDENTS.**

OUTLETS (OVERLOADING)

Buildings are wired to provide ample outlets in each room. They are not designed to be overloaded with multiple plugs or extension cords. Overloaded circuits may cause wiring to melt and possibly start a fire. Fused multiple outlet strips with a circuit breaker may be used if plugged directly into the wall outlet. These help to protect your equipment as well as prevent electrical fires. Please keep all electrical cords visible. Do not hide them under rugs or hang them from the ceiling. Finally, NEVER use frayed cords.

OUTSIDE BUILDING DOORS, UNIVERSITY COURT

Outside building doors are to be locked 24 hours a day. Doors found propped open can result in a \$25.00 fine and other sanctions to the building. If you find a door propped, for your security, please close the door.

PERSONAL PROPERTY POLICY

The University is not responsible for the loss of personal property by fire, theft, or any other cause in your room and in common areas including the study room, kitchenette, and laundry room. Keep your valuables secured at all times by keeping your door locked and carrying your key with you whenever you are out. If you choose to bring any expensive items with you such as your TV, stereo, computer, etc., you may want to make sure you write down the serial numbers of your items and that these valuables are insured. Insurance for personal belongings is not available through the University.

Police reports show that the majority of items stolen were taken when doors were left unlocked. An unlocked door is a welcome invitation for thieves. Money, jewelry, stereos, clothes, etc. can be stolen in a matter

of minutes. Always lock your door for theft and personal safety reasons. It is unlikely that you would leave the door to your home unlocked if you lived outside the University. The same precautions should hold true for your University room.

PET POLICY

Pets are not allowed in University Housing, with the exception of fish in a properly equipped aquarium with a 10-gallon limitation. Violators are subject to cleaning, damage, extermination charges, University disciplinary action and/or eviction. *See [Service Animals/Emotional Support Animals](#).*

POLICIES SPECIFIC TO UNIVERSITY APARTMENTS

See University Apartments Guidebook.

POLITICAL CAMPAIGNING

Please refer to Eastern Policy No. 93 at castle.eiu.edu/auditing/igplisting.php

POSTING AND DISTRIBUTION OF MATERIALS

No announcements, advertising, signs or printed materials may be placed on the interior or exterior walls, windows, or doors of any building (except in residences as permitted University Housing and Dining policy, in individual offices, or on designated posting areas), on trees, lampposts, trash containers, fences, sidewalks, grounds or equipment of the University. Advertising on parked vehicles, without prior written permission from the Campus Scheduling Office, is prohibited.

Bulletin boards are maintained by the University for academic use, for University business, or for other authorized purposes. The privilege of using such facilities for the promotion of co-curricular activities, for other events of interest to the University community, or for commercial purposes, is provided on a space available basis, subject to the following limitations and restrictions:

Registered student organizations or off-campus public service organizations may post, with advance approval from the Campus Scheduling Office, items which promote on-campus co-curricular activities or other events of educational or public service interest to the University community, provided that unrestricted bulletin boards are used in accordance with this policy. A list of boards available for such purposes is available from the Campus Scheduling Office. Postings must include the name of the primary sponsoring department, Registered Student Organization, or other entity permitted to post on campus. Postings are limited to one per board, should not exceed 11" x 27", and are not to be placed over other current posters. Standard desktop staples, thumb tacks, or push pins are to be used; the use of tape or commercial staple guns is prohibited. Posted materials will normally be removed within 30 days or after the event or activity. The use and placement of banners, sandwich boards, or other signs are subject to prior approval by the Campus Scheduling Office.

Each hall has a designated board for public posting. Any posting on this board must be approved through the Campus Scheduling Office. Once approved, the poster can be placed by the individual receiving the approval. Only one poster per event can be placed at each posting location.

The advertising of commercial products, services, or off-campus businesses will be restricted to specified bulletin boards in limited locations, a list of which is available from the Campus Scheduling Office, unless otherwise approved by an Associate Director, Campus Scheduling or designee. University bulletin boards may not be used to publicize events or activities which are unlawful or in violation of the Student Conduct Code. Distribution of non-commercial literature is permitted outside of buildings, subject to reasonable time and place, and manner restrictions. Distribution of commercial handout literature is prohibited

on campus without prior permission from the Campus Scheduling Office.

Residential buildings with public areas include: Andrews, Lawson, McKinney, Pemberton, Stevenson, Taylor, and University Court.

PRANKS

Individual or group behavior that leads to actual or potential harassment, accident, injury, damage to University or personal property, or damage that requires abnormal or unnecessary cleaning of University Housing buildings and facilities is not permitted. Students who engage in pranks which constitute a violation of the above will be expected to assume appropriate responsibility for their actions. Playing with fire extinguishers or other safety equipment is also prohibited.

PROPPING DOORS

Repeated door propping may result in a fine or other sanctions.

REFRIGERATORS, RESIDENCE HALLS AND GREEK COURT

Refrigerators must be no larger than 5 cubic feet.

RESEARCH PROJECTS

Student organizations or individuals that wish to distribute questionnaires or undertake research projects involving on campus students or staff must contact University Housing & Dining Services for written authorization. A written proposal along with approval from the faculty chairperson, must be submitted at least three weeks before the project begins.

ROOF ACCESS

Residents are not permitted on University Housing roofs at any time.

ROOM/APARTMENT SEARCH AND ENTRY POLICY

The University reserves the right to have authorized personnel (Assistant Directors, Complex Directors or their agents) enter student rooms or apartments to determine the

amount of damage and general misuse of University property, maintain general order and security, and conduct official business.

Discretion will be used at all times. Whenever possible, the rooms or apartments will be entered when the student is present. No rooms or apartments will be entered without knocking. When there is reasonable cause to believe that established conduct standards or health and safety regulations are being violated, a room may be entered and a search conducted upon authorization of the Vice President for Student Affairs, the Executive Director of University Housing & Dining Services, or Dean of Students.

Should the Housing Staff on call for a housing unit have reasonable cause to believe that the imminent destruction of evidence of violations of the Student Conduct Code is likely to occur, or to ascertain the identity of occupants reasonably believed to be engaged in immediate violations of the Student Conduct Code, or in emergency situations where imminent danger to life, health, property, or safety is reasonably thought to exist, an administrative search may be immediately conducted with timely subsequent notification to the Executive Director of University Housing & Dining Services, or the Director of Student Accountability and Support.

Stolen items or contraband seized in plain view or as the result of an authorized search may be used as evidence in student disciplinary hearings. The University may not consent to the search of a student's room by law enforcement personnel in the absence of a lawfully executed search warrant.

ROOM/APARTMENT SEARCH AND ENTRY POLICY FOR MAINTENANCE

The University reserves the right to enter the apartment at any reasonable time, with or without prior notice, to make needed repairs; for insect extermination, to address health and safety concerns; and to provide routine

maintenance renovations or remodeling. Notice will be given, if possible, for major repairs.

ROOM DAMAGE CHARGES

Damages beyond normal wear and tear discovered during or at the end of the school year will be charged to the student's account.

Damages caused by residents or their guests will result in the resident being responsible for the cost of all resulting cleaning, repairs, and replacement of property.

If you see any damages while you move in, be sure to document it with a photo and inform a Housing Staff. Work orders can be requested at: euu.edu/housing/work_order.php

SERVICE ANIMALS/EMOTIONAL SUPPORT ANIMAL

Students planning to bring service animals or Emotional Support Animals to campus should contact the Director of Office of Accessibility and Accommodations at 217-581-6583 to make arrangements for accommodation. Animals are not permitted on campus until approval is granted. Please allow sufficient time so that appropriate arrangements can be made. Failure to comply with ESA/SA policy may result in the loss of privilege of having the animal on campus. [See Pet Policy.](#)

SNOWBALL FIGHTS

Snowball fights are prohibited within 100 feet of buildings.

STRANGERS

Never let someone into the building who is not your guest. Vandalism, theft, and assault can occur as a result of letting strangers into your building after the doors are locked, so do your part to keep strangers from entering the building. Non-residents wanting entry should call ahead and have a resident meet them at the outside doors. Propping outside or hallway doors open for guests allows for easy entry by anyone. By doing this, you jeopardize the safety and security of all the

residents in your building, including you self.

STUDY HOURS, RESIDENCE HALLS

This year, study hours will be voted on by the residents of each hall... that's YOU! Until voting occurs for these hours, we will begin the year with the following study hours in effect: 8pm to 10am Sundays through Thursdays and 12am to 12pm Fridays and Saturdays. During Midterm and Final Exam weeks, intensive study hours are in effect 24 hours a day with relief hours being from Noon to 1pm, 5pm to 6pm and 10pm to 10:30pm. No loud or disruptive noise should be heard outside rooms during study hours. All other hours are "courtesy hours." During that time, a reasonable amount of quiet is expected to allow residents to sleep and study. Stereo speakers should not be placed out of an open window. Also, rowdy behavior (water fights, pranks, etc.) is not permitted on campus. Residents must assume responsibility for monitoring their behavior and should ask others, who infringe upon their right to sleep and study, to be more courteous. Repeated complaints of excessive noise, pranks, etc., against a person, room, suite, or hallway will result in disciplinary action. Roommates are to be courteous to each other and respect the rights of others to sleep and study without undue difficulty.

SOLICITATION

Organizations and individuals may not act as vendors or sales agents for a business, nor may they set up a business, in university-owned housing.

Businesses may leave promotional materials at the front desk of a residential building, or at the office of a residential complex. Materials will only be displayed with the okay of the Professional Staff members of that building/complex.

Door-to-door solicitation is strictly prohibited. Staff members will promptly escort unauthorized solicitors from the building.

TELEPHONE AND INTERNET HARASSMENT

Those who commit phone harassment subject themselves to a number of different penalties. University penalties could consist of: suspension, University disciplinary probation, service hours and fines. Illinois Law states that charges of phone harassment could result in six months in jail and/or a \$500 fine. Illinois is an all-party consent state. The only time you can record someone without consent is if you have reasonable expectations that a crime is about to be committed or is being committed. It is unlawful to record another person without their consent.

IF YOU ARE BEING HARASSED BY TELEPHONE OR INTERNET:

- Do not aggravate the harasser.
- Tell the harasser that you want nothing to do with them and that you're going to report them to the University Police Department.
- Keep a log of any calls you receive (date and time), and save all e-mails/text messages.
- Save screenshots
- If harassment continues, or is threatening or obscene in nature, go to the University Police Department and file a report.
- Phishing emails should be reported to phishing@eiu.edu.
- Internet security questions can be sent to info-sec@eiu.edu.

THREATS, DISRUPTIVE CONDUCT AND DESTRUCTION OF PROPERTY

Threats, disruptive conduct leading to personal injury and destruction of property could result in probationary status, along with full restitution for damages, and possible removal from University Housing and/or the University.

TOBACCO FREE CAMPUS

In accordance with the Illinois Smoke Free Campus Act (Public Act 098-0985), the use of all tobacco products, includes e-cigarettes and vaporizers (vapes), will be prohibited on all campus property, both indoors and outdoors, including buildings, grounds, parking lots and vehicles that are owned, leased, occupied, operated or otherwise controlled

by EIU. Use of tobacco products will be permitted only in private vehicles traveling through or parked on campus provided that second-hand smoke is contained within the vehicle.

TORNADO AND SEVERE THUNDERSTORMS

It's important that residents distinguish the difference between a "TORNADO WATCH" and a "TORNADO WARNING."

If the red "TORNADO WATCH" signs are posted by the residence hall desk, this means that conditions for a tornado are favorable in the area. Residents should monitor both TV and radio weather bulletins and take precautionary measures. If a "TORNADO WARNING" is issued everyone should take cover in the designated area of that building. At University Court, residents should seek shelter in the laundry rooms or spaces on the lower level without windows. First floor residents at University Court are encouraged, if safe to do so, to have others shelter in their bathrooms. Students should proceed in an orderly manner to the interior hallway or basement and remain there until the staff announces the end of the alert. In the city of Charleston, sirens are tested at 10am on the first Tuesday of the month. At EIU campus, sirens are tested the same day at 9:30am.

TRASH POLICY, RESIDENCE HALLS AND GREEK COURT

Residents are responsible for their personal trash. Trash should be taken to the designated location for their residence. Recycling should be strongly considered when discarding items. Utilize recycling rooms and bins where applicable.

TRASH, GARBAGE, ETC., UNIVERSITY COURT

Next to the apartment buildings are large dumpsters. Place all trash in these bins and close the lid. **DO NOT LEAVE YOUR TRASH SITTING OUTSIDE OF YOUR APARTMENT.** Do not put hot coals in the bins or dump coals into the bushes outside of your apart-

ments. Garbage must be taken to the dumpster. If the trash bags are found sitting in the hallway or apartment trash is found in the laundry room trash can, there is a charge to the resident of \$5 per incident.

UNESCORTED GUEST, RESIDENCE HALLS*

All guests must be escorted at all times when in University Housing Areas. Vandalism, theft and other policy violations may occur as a result of unattended strangers or visitors roaming the halls alone. For these and other reasons residents must escort all guests to and from their rooms. Ask the front desk or a staff member for the location of gender designated or gender neutral restrooms.

VACATION/BREAK CLOSING POLICY

For safety and health reasons, whenever you leave your room for vacation periods, you must turn off all your lights, unplug all appliances (includes refrigerators and computers but excludes aquariums), empty wastebaskets, and close and lock your windows and doors. After the building is closed, the staff will check the rooms to insure compliance with this policy. Violations of policy may result in disciplinary action.

VISITATION POLICY

Consideration for privacy and rights of roommates and other residents must be respected. Each guest must be escorted from the lobby to and from the student's room. Students are responsible for the conduct of their guests.

Minor violations of the Visitation Policy such as visitation hours, escorting guests, and use of restrooms will result in a University reprimand and/or fine. Repeat violations will result in restrictions on visitation privileges.

- You must escort guests at all times.
- Guests should use restrooms with the gender they identify with. Ask the front desk or a staff member for the location of gender designated and gender neutral restrooms. All facilities, including

*See *Bathroom Policy, Cohabitation Policy, and Guest Policy.*

showers, are designated as single-person use.

WATER GUNS AND WATER BALLOONS

The use of water guns or water balloons is prohibited inside buildings or within 100 feet of buildings.

WEAPONS

The University's policy is that weapons are prohibited on university property, in university buildings, and in university vehicles. Possession or use of weapons including but not limited to, all types of firearms and handguns (whether operational or in-operational and whether it is loaded or unloaded) stun gun, taser, BB gun, pellet gun, paintball gun, airsoft gun, orbeez gun, NERF gun, switch-blade knife with a blade of at least 3 inches in length, dagger, dirk, stiletto, ax, hatchet, bludgeon, blackjack, slingshot, bow and arrow, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other deadly or dangerous weapons or instrument of similar type as classified by state statute. Military items such as projectiles, grenades, fireworks, explosives, and noxious gas or acid are also prohibited. The term also includes objects possessed or carried by a person with the intent to use such objects unlawfully.

WINDOWS AND SCREENS

Open windows negatively affect the temperature within the communities. Ejecting objects from the windows or ledges is extremely hazardous and is prohibited, and may result in appropriate disciplinary action. Screens found removed from windows, in disrepair (i.e., torn, bent, broken) or missing completely may result in fines and other disciplinary sanctioning. Flashing lights, making extreme gestures, posting inappropriate or offensive signs in the windows of residential facilities is also prohibited. Residence halls and Greek Court with central air-conditioning and heating systems should keep the windows closed during extreme temperatures.

Open windows during times of extreme heat or cold after receiving a warning may result in behavioral sanctioning.

PANTHER DINING RELATED STANDARDS

BEHAVIOR IN DINING FACILITIES

Appropriate behavior is expected (i.e., no throwing of food, no destruction or theft of food or dining property, etc.). All patrons are responsible for their guests. Please use common sense.

Destruction and theft lead to increased costs as well as disciplinary action for those involved.

COMMENT CARDS FOR DINING FACILITIES

Cards are available at eiu.edu/dining.

DRESS CODE IN THE DINING FACILITIES

All residents and visitors must wear shirts, shoes and appropriate attire.

ENTRY TO DINING FACILITIES

Please follow the designated service routes, when entering the dining facilities. Some of the facilities will check your Panther Card upon entering and some will inspect your card upon exiting.

FOOD EVENTS

No one may act as a food event vendor in or around residential buildings without proper authorization. Student organizations/ staff members requesting to cook, bake, serve or sell food products in or around residential buildings must obtain written approval from the Coles County Department of Public Health and the Associate Director of University Housing & Dining Services for Panther Dining. Necessary forms include: Temporary Food Permit (Coles County Public Health at 217-348-0530), Food Event Form (Panther

CONTRACT INFORMATION

Dining), and Request To Use Facilities Form (University Housing & Dining Services).

Taking food out of the Residential Dining Centers Students may request a “to go” box while at a residential dining center. Each dining center has a limitation on the food taken out. No food may be brought into the dining facilities. It is the responsibility of the individual to provide proof of purchase for any items brought into or taken out of the dining facilities.

CONTRACT DATES, RESIDENCE HALLS, GREEK COURT AND UNIVERSITY COURT

The contract for the 2024-2025 academic year is from AUGUST 15, 2023 to MAY 9, 2024.

HOUSING ASSIGNMENTS, RESIDENCE HALLS AND GREEK COURT

Assignments are made according to the date the University receives the non-refundable \$50 housing application fee. Students who currently live in the residence halls or Greek Court have first preference over incoming students. The remaining vacancies are filled with incoming students based on the order of their date of application, and receipt of the room and board contract. Once you are assigned to a specific residence hall, room changes may be permitted seven days after the buildings open.

HOUSING ASSIGNMENT AND OCCUPANCY FOR UNIVERSITY APARTMENTS

Students must pay a minimum of \$100 down payment in addition to a \$50 application fee prior to Aug. 1 for fall and Dec. 1 for spring in order to guarantee their apartment assignments.

HOUSING DOWN PAYMENT

A housing down payment of \$100 is required to reserve a residence hall or Greek Court room assignment.

HOUSING PAYMENTS

After the \$100 housing down payment, all housing and dining related charges will be billed to the student's account.

REQUIREMENTS TO LIVE IN UNIVERSITY COURT

To qualify for housing in University Court, the applicant must be enrolled at Eastern.

To qualify, applicants must have 30 semester hours or be 21 years old.

RESIDENCE HALL/ GREEK COURT APPLICATION

The Residence Hall/Greek Court housing application must be paid before any other action is taken. A non-refundable fee of \$50 is required with the student's application for a room within the residence halls and Greek Court.

RESIDENTIAL NETWORK USE

All usage of the EIU Residential Network must be in compliance with the University's Residential Network Use Policy.

- A. The Network Use Policy is available at: eiu.edu/panthertech/policies/residencehall.php
- B. Eastern Illinois University is not responsible for damage to individuals, their devices, or device components when connecting to or using the EIU Residential Network.
- C. All device configuration changes and/or expenses involved in connecting to the EIU Residential Network are the responsibility of the end user.
- D. If a users activity on the network is unlawful or causes issues of any kind to the network or infringes on the net-

work experience of any other users , the network connectivity of the users device may be deactivated, and will not be reactivated until the issue is resolved to the satisfaction of the University.

ROOM & BOARD PAYMENTS

Visa, Mastercard, American Express and Discover credit card payments can be made online at eiu.edu/pawslogin, and in person at the Cashier's Office located in Old Main.

Personal checks, cashier's checks, or money orders (made payable to "Eastern Illinois University") may be mailed to:

Cashier's Office
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

The Cashier's Office will also accept personal checks, cashier's checks, money orders, or cash payments in person. Do not mail cash.

Go to the Bursar/Student Accounts web site at eiu.edu/busofc/bursar_payment.php. A student's E-Number is required.

ROOMMATE ASSIGNMENTS, RESIDENCE HALLS AND GREEK COURT

All students are given the opportunity to request a specific hall, room, and roommate. However, physical space and prior assignments of returning students are limiting factors in being able to meet every student's request. If you want to live with someone you know, you should be aware that roommate requests must be mutual. In other words, if you request someone, he/she must also request you in order for the request to be met.

TERMS AND CONDITIONS OF HOUSING CONTRACTS

The contract is between the individual student and the University. Review the Terms and Conditions for Housing contracts fully at: eiu.edu/housing/rb_contracts.php

UNIVERSITY COURT APPLICATION

A non-refundable housing application fee of \$50 is required when students apply for University Court. Students should speak with a University Court staff member before applying.

UNIVERSITY COURT UTILITIES

All residents are responsible for an equal share of electric in their apartment. Electric service must be maintained by one occupant for the duration of the contract. University Housing provides water allowance of \$50. Overages will be charged to the residents' student accounts.

UNIVERSITY APARTMENTS APPLICATION

University Apartments applications may be obtained from University Housing & Dining Services in the west wing, lower level of the MLK Jr. Union or at eiu.edu/housing/universityapts.php. A \$50 non-refundable housing application fee and documentation to verify family status must be submitted with the application. Married applicants will be asked to submit a certified courthouse copy of their marriage license. Single parents must provide birth certificates for their dependent children, and information on the children's school, day care center, or babysitter. University Apartments is the only on campus housing environment where children are permitted to reside in accordance with the University Apartment Contract.

SAMPLE CONTRACTS

- Residence Halls and Greek Court Standard/Early Bird Contracts available at: eiu.edu/housing/rb_contracts.php
- University Apartments Contract available at: eiu.edu/housing/universityapts.php
- University Court Contract available at: eiu.edu/housing/rb_contracts.php
- Residential Network (ResNet) User Agreement available at: eiu.edu/housing/ResNet_User_Agreement.pdf

2024-2025 Room and Board Rates (August 19, 2024 - May 9, 2025) Residence Halls and Greek Court Rates based on standard double room occupancy per semester.

7 Plus Plan - 7 Meals Per Week plus \$200 Dining Dollars per semester plus 2 Bonus Meals per semester	\$5,260
10 Plus Plan - 10 Meals Per Week plus \$60 Dining Dollars per semester plus 3 Bonus Meals per semester	\$5,494
12 Plus Plan - 12 Meals Per Week plus \$100 Dining Dollars per semester plus 4 Bonus Meals per semester	\$5,702
15 Plus Plan - 15 Meals Per Week plus \$140 Dining Dollars per semester plus 5 Bonus Meals per semester	\$5,931
Unlimited Meal Plan - Unlimited Meals plus \$150 Dining Dollars per semester plus 6 bonus Meals per semester	\$6,260