

Your Living Space

Room Furniture

Each room is furnished with a bed, desk, desk chair and window treatments for each resident. Other furnishings such as a dresser, shelf space and closet are available and vary from hall to hall. Waterbeds are not allowed because of safety considerations.

Personal Property Insurance

The University does not assume responsibility for or carry insurance covering the personal property of students. Students desiring protection are advised to check for coverage provided by existing family policies or make arrangements to purchase their own policies.

Storage

Storage outside of your room is not available. Storage during the spring/summer also is not available. All University-provided furniture must remain in student rooms. You are ultimately responsible for all of the furniture in your room.

Room Decorating

Residents may put memo boards on their doors, however, to maintain the integrity and the safety of the hallways, all materials must be flush with the door surface. The doors may not be written on, and the staff will ask that residents remove all such markings or have custodial staff do it at the resident's expense.

Giving the room a personal touch can be fun; however, discretion must be used to ensure the safety, and protect the rights of, all residents. Decorations should be of such a nature that they would be a credit to the individual, the hall and the University. The appearance of the hall to the public – from the outside – depends on “window housekeeping.” Anything visible through the window should be in good taste. Residence hall staff maintains the right to remove posters, signs, etc., from student room doors, windows and/or corridor walls if they are deemed offensive.

Students are not permitted to alter permanent fixtures in the room, and painting or wallpapering are also prohibited.

Lofts

Students wishing to build a loft in their room must adhere to the following guidelines:

- **Lofts are not permitted in Buell, Downing or the Village.**
- Read and follow the loft guidelines listed on the Housing Web site.
- Professional staff may inspect lofts after construction is complete. If the loft does not meet loft guidelines, the student will be responsible for renovation, or a University employee will remove the loft, and the student will be charged.
- Residents of the room are financially responsible for any damages caused by the

construction, installation, use and/or removal of a loft. Lofts must be freestanding.

- Lofts are to be removed when a student moves out of his/her current housing assignment.
- It is recommended that lofts be taken down the weekend before final exams begin, however lofts can be taken down during finals week provided the noise level is kept to a minimum. There is a charge for disassembling of lofts or removal of loft lumber if loft materials are not removed when a student moves out.

Lounges and Meeting Space

Residence hall lounges and lobbies are for the use of residence hall students. Rooms may only be used for nonprofit purposes. Residence hall staff and hall government have first priority for use of lounges and conference rooms for programming.

Groups may use lounges for programs that are open to all the residents of that building. The group must contact the ACD to coordinate such events.

Sponsoring individuals within a group will be held accountable for all damage or service charges if custodial staff must spend extra time cleaning an area after an event. This includes charges for broken or damaged items and charges for missing or stolen furniture. The Housing Office has the right to deny facility use to any group that has caused a disturbance or not followed established policies in the past. The professional hall staff (ACD and AHD) reserves the right to end a meeting should policies or procedures be violated.

Hall Operations and Services

Work Orders

Residents are responsible for calling in work orders at the Physical Plant at 487.6692 for anything in their room that needs to be repaired or replaced. Lost keys, replacement furniture and some other items may be referred to the front desk or the ACD. The timeline for service is based upon the need, the severity of the problem, the amount of time needed for repairs and the availability of staff. Completing a work order does not exempt you from paying for appropriate repairs if you are responsible for the damages.

Cable TV

Basic cable television service is provided in every student room and is a part of your normal room charges. If you experience difficulties with your cable, you can contact Comcast directly at 734.973.2266 or email at EMU_ServiceRequest@cable.comcast.com.

The resident is financially and legally responsible for tampering or damage to any wiring or equipment owned or operated by the local cable company. Further, signal tampering or theft is a crime subject to