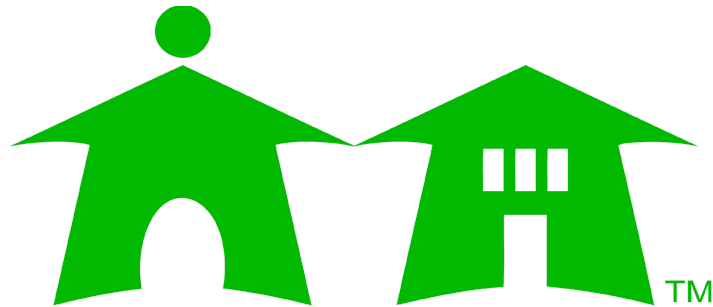


Housing and Residence Life  
Edmonds College  
**Student  
Residence Hall  
Handbook**



2025-26



EDMONDS COLLEGE  
HOUSING AND  
RESIDENCE LIFE



# Services and Policies

## ***Important Contact Info / Emergency***

Police, Fire, Ambulance, Crimes	911
Poison Control Center	(206) 526-2121
Emergency Room (Swedish Hospital)	(425) 640-4100
24 Hour Nurse Hotline	(206) 215-2100
EC Campus Security	Woodway 214 (425) 640-1501
	Cell (425) 754-0154

### **Resident Assistants (R.A.s)**

Rainier Place	(425) 308-4665
Triton Court	(425) 308-0089

*RA on-call after 5:00 p.m. Mon-Thurs, after 12 noon on Fridays, all day on weekends and holidays - contact the Housing Office front desk during business hours.*

**Housing Office** (Office Hours 8:00 am to 5:00pm, Monday-Thursdays and Fridays 9am-12 noon)

Housing Office Front Desk	(425) 640-1080
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### **Apartment Services** (recommended as most students use them)

*Telephone/internet: Verizon Operator	1 800-483-4100
(Press "0" for next available Operator)	
*Telephone/cable/internet: Comcast	1 888-266-2278

### **Transportation**

*Shuttle Express	(206) 622-1424
*Amtrak (train)	1-800-872-7245
*Greyhound (bus)	1-800-231-2222

### **Cleaning Services** (recommended as most students use them)

*House Cleaning	Contractor Cleaning Service	(425) 299-6655
*Carpet Cleaning	Jeff's Carpet Cleaning	(425) 344-5926

### **Storage Locations**

*Public Storage:	2216 196th ST S.W.	(425) 776-7564
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*\*Students have used these companies previously, but we are not making endorsements for them.  
It is your choice whether or not to use the services of these companies*

### **EC Campus Services**

	<b>Location</b>	<b>Phone</b>
Dean, Student Life	Lynnwood Hall 127	(425) 640-1233
Ed Pass/Bus Pass	Lynnwood Hall 214	(425) 640-1143
Bookstore	Brier, 1 <sup>st</sup> floor	(425) 640-1672
OIP Office	Snohomish 301	(425) 640-1518
Counseling	MLT 145	(425) 640-1358



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## **Housing Office Staff**

There are several staff members who can help you during your stay at EC. To reach the **housing office**, call 425-640-1080, email [housing@edmonds.edu](mailto:housing@edmonds.edu), or come to **Rainier Place in person**.

### **Housing Director**

The Housing Director manages the Residence Halls and the Homestay Program for EC. The Director also supervises staff, manages budgets, fee, and charges, and has full oversight for all activities, events, and maintenance of Resident Life and Homestay.

### **Homestay Coordinator, Associate Housing Director**

This position arranges student placements and assists the Housing Director in managing Housing programs. Other duties include keeping the Homestay database up to date and working closely with the students and families with any questions or concerns.

### **Financial Coordinator**

This position manages all payments/financial issues of Rainier Place, Triton Court, and Homestay (student and host family payment).

### **Coordinator for Residential Education (CRE) – Residence Halls**

This is the live-in-professional who supervises the RAs and supports them with any issues that come up. They help build community by planning events for the Residence Hall, enforce community standards and work with other departments on campus-wide events.

### **Applications and Data Coordinator**

This position processes Housing applications for Rainier Place, Triton Court, and Homestay. Other duties include organizing airport pickups and transportation for events and managing the database, email, and housing webpages.

### **Resident Assistants (RAs)**

RAs are students who live in each of the residence halls. They help students adjust to life at Edmonds College, and help build community in the residence hall. They are the primary resource for our residence hall students.

### **Front Desk Staff**

We have student staff that work the Front Desk at our Housing Office. This staff will help you with: pick up your packages, checking out equipment, making appointments, answering everyday questions, etc.

### **Maintenance and Custodial Staff**

Both Rainier Place and Triton Court have full time staff to help you with any maintenance needs in your apartment. Please email [Housing@edmonds.edu](mailto:Housing@edmonds.edu). We also ask that you help keep public space clean and neat for the community.



## RESIDENCE HALL (DORMITORY) SERVICES

### ***Cleaning Supplies (vacuums/mops/soap)***

You may check out cleaning supplies from the Housing Office, or the RA on call. **You will need your picture ID.** Please be sure to have equipment returned within **2 hours** for the next resident to use.

### ***Game Room Equipment—Rainier Place (pool/ping pong)***

You may check out equipment for the game room in Rainier Place from the Housing Office or from the RA on call. **Just bring your picture ID.** Equipment must be returned within **2 hours**. Only residents of the residence hall may use the equipment and the community room during non-office hours.

### ***WIFI / Internet***

Limited wireless internet is available at all properties and there are also two student computers available in the Rainier Place Community Room. This wireless access is designed for moderate use and you may experience lags with heavy use such as gaming, streaming, or large downloads. You may purchase your own internet from a provider of your choice in order to obtain faster connections, but the cost is your responsibility. You also need to cancel the service when you move out.

### ***Laundry***

For all properties, students must provide their own laundry detergent and download the laundry companies app so you can sign up to pay and to be able to get notifications when your laundry is finished. (see flyers in laundry rooms for details) If you are unsure how to operate the laundry machines, please ask your RA for assistance.

**Rainier Place:** Laundry machines are located on the 4<sup>th</sup> floor of Rainier Place. **Triton Court:** they are located on each floor.

### ***Mail and Packages***

Mail is managed by the US Post Office (not by the College Housing and Residence Life Office) Students must not copy or give their keys to anybody for any reason. Replacement keys are \$100.

**Rainier Place:** Mailboxes are near the elevators inside the north entrance and they are **managed by the US Postal Service**. Packages are delivered to the front desk during Office Hours.. If you have a package delivered during Office Hours, you will receive an email from the office with information about how to claim your package.

**Triton Court:** In Triton Court, each apartment shares one mailbox key. Keep the mailbox key on the designated hook by the front door to avoid losing the key and/or being charged. Mailboxes are near the elevators inside the main entrance and are **managed by the US postal Service**. Packages are delivered to Amazon boxes and you should receive an email from Amazon (if after hours, they should return another day or call you).

Students agree to hold harmless EC Housing Office and give permission for Housing to sign



and accept packages/parcels from US Mail, UPS, Federal Express and any other delivery agents attempting to deliver in their name. In addition, students relieve Housing and its agents from all responsibility in accepting any delivery in the event of loss/damage or theft. It is further agreed that if said **packages are not claimed within a seven (7) day period** by student, that Housing reserves the right to return said deliveries without notice. **We are not responsible for any packages that arrive during non-office hours (or not delivered to Housing Office or Triton Court Amazon HUB).**

**For perishable packages**, such as meal delivery boxes, the package must be claimed and picked up from the office or lobby spaces within 24 hours of being dropped off or else it may be disposed of or returned.

## ***Maintenance Service***

Please report any maintenance issues right away. For most instances, submit a maintenance request using the process below:

Email [housing@edmonds.edu](mailto:housing@edmonds.edu) with your **name, room number, and the specific problem**. If it is an **emergency** requiring immediate attention (such as leaking water, broken windows, damaged locks on front doors, etc.) call the Housing Office, or the RA on duty for your building, as soon as you discover it.

By requesting maintenance service, you are giving appropriate Housing Staff permission to enter your room for the purpose of repairs or inspection in order to address the request.

## ***Parking***

In order to park on campus, you must register your car with the Security Office and obtain a **Student Parking Permit**, as well as a **Housing Tab** from the Housing Office. This permit and tab allows you to park in lot C and D outside of Rainier Place overnight. If you do not have a parking permit displayed on your car, you may receive a ticket and fine.

- Guests must get a guest permit from the Housing Office if they are staying during weekday nights or weekends.
- Cars that are **not working or not used** may be considered abandoned and removed at the owner's expense.
- No major repairs are allowed on campus property.
- Foul balls from Triton Field often reach the parking lot. Anyone who parks near the field accepts the risk of property damage.
- Parking in the Triton Court garage is not permitted unless you are quickly unloading items or if you are assigned one of the labeled spots. If you would like to inquire about getting one of the spots please reach out to [housing@edmonds.edu](mailto:housing@edmonds.edu).

## ***TV/ Cable***

**Cable in Living Rooms or Bedrooms:** We do not provide service at this time. Each apartment is wired for cable and you may arrange for service from any provider you choose, at your own cost.



## RESIDENCE HALL POLICIES

Edmonds College believes students can learn through educational and social experiences outside of the classroom. Student Housing offers students an experience in independent living within an educational community.

Edmonds College Student Housing uses a guiding philosophy called “responsible freedom.”

**This means residents have freedom to make individual choices and decisions, but must also respect their roommate and the Community. Residents are responsible for the decisions they make.** All students have rights, but with these rights come certain responsibilities, especially for those living as guests in someone’s home. Violating Housing Policies will result in a judicial process (see Judicial Process for more detail) to discuss and address student behavior and choices.

### **Violations that will result in immediate removal from Housing (and there are no refunds on housing payments made):**

- **Possessing, using or selling drugs** (including marijuana and prescription medications, except in accordance with a lawful prescription for that student by a licensed healthcare professional.)
- **Fighting**
- **Bullying, harassment, intimidation, or threatening behavior**
- **Breaking a State or Federal law** – being convicted of a criminal offense
- **Sexual Assault**
- **Possession of firearms** (including guns, rifles, BB guns, paint guns, and pellet guns), explosives, illegal knives, dangerous chemicals, or other dangerous weapons
- **Repeated issues with any of the Residence Hall policies** (*see complete policies in Residence Hall Handbook*)

## *Alcoholic Beverages*

Alcohol is prohibited in Rainier Place and Triton Court Housing (even if you are 21 and older). Washington State law prohibits the consumption of alcohol by persons under the age of 21. Alcoholic beverages are defined as having more than 0.3% alcohol by volume. State law also prohibits the resale of alcoholic beverages, drinking or holding alcohol in public. Students who are found consuming or possessing alcohol in Housing could be subject to immediate removal or to the Structure for Success (S4S) program. If you appear under the influence of drugs or alcohol, you may be subject to a health and wellness room inspection.

### **DO NOT:**

- Drink or possess alcohol in Housing (including Homestay).
- Sell alcohol or give it to people under age 21
- Advertise alcohol on printed materials, flyers or posters when displayed outside a residence





hall building, room, or anywhere on campus.

- Host a party or gathering with alcohol
- Bring kegs or other common-source containers of alcohol, whether empty or full
- Have guests who violate the alcohol policy (residents are responsible for their guests)

### ***Amnesty Policy:***

Housing and Residence Life place the health and safety of our residents and campus community as our highest priority. The amnesty policy is that Housing and Residence Life will not pursue conduct violations for alcohol and drugs if the resident, or another person, is reaching out to address an immediate health and safety concern. Immediate health and safety concern includes: someone who is extremely impaired by alcohol or drugs, is experiencing a medical emergency, has experienced sexual violence, is having suicide ideation, etc.

This policy is meant to put health and safety first by attempting to eliminate a barrier to reaching out for help, which is the fear of receiving disciplinary actions from Housing for having alcohol or drugs.

Additionally, Washington State will not prosecute individuals who call 911 for themselves or another person who's experiencing a medical emergency even if the person experiencing the emergency or calling 911 on behalf of another person is calling due to possession or consumption of illicit drugs (RCW 69.50.315).

### ***Bicycles***

Bikes (including electric bikes) should not be stored inside the apartment at any EC Housing property nor can they be left blocking any walkway or entry. Residents can use the designated bike racks for free or come to the front office to inquire about renting a bike locker. Electric bikes must have detachable batteries, so that residents may charge their bike batteries while keeping such bikes on a bike rack or in Housing's bike lockers.

### ***Bulletin Boards and Posting***

Bulletin boards are for notifying residents about Housing activities, issues, and events. Approved Student Programs and other general campus notices will be posted in lobby areas. **All other flyers/posting must first be approved by the Housing Office and will then be posted by Housing staff. Do not put up any flyers or postings, yourself.** Commercial or obscene material must not be posted. All posted material must be placed in areas approved by the Housing Office. Items that are improperly posted, and/or not current, will be removed.

It is expected that residents engage with the bulletin boards and posting appropriately. This includes not damaging the postings in any way or contributing to them inappropriately. Doing so may result in charges or other consequences for violating policy.

### ***Candles, Open Flame, Heaters***

Open flame or heat sources are not allowed in any EC housing unit. This includes, but is not limited to: candles, incense burners, oil or kerosene lamps, space heaters, halogen lamps, hotplates, barbecues, grills, and burners of any kind. Wax melters are allowable so long as they are fully electric and do not involve the use of flames.



## ***Changing Rooms or Apartments***

No room changes will be allowed during the first two weeks of each academic quarter. The Housing Staff must approve all room changes and will do so only after all mediation and reconciliation attempts have been tried. You will be charged a new cleaning fee. See the Fee Schedule addendum at the end of this handbook for charges.

## ***Checking Out (see also Moving Out)***

It is important that you formally check out of your unit as the last step in moving out. If you do not follow the steps below, you may be charged an Improper Checkout fee (see the Fee Schedule addendum at the end of this handbook). Checking out includes:

- Responding to your Move-Out Notice from the Housing Office.
- Cleaning: vacuum, take out all garbage, clean your portion of common areas
- Take all items out - including: garbage, empty boxes, leave no items behind
- Communicating with your housemates to make sure all areas of the apartment are clean upon check out and any shared expenses (Cable, Internet, etc.) are taken care of.
- Doing, or attempting to do, an official walk through with a Resident Advisor once you are ready to check-out.
- Turning in your keys. (You will be charged for lock changes if you do not return all keys)
- No leaving any items in the room, apartment, or around the building.
- No leaving furniture or electronic appliances in dumpster or around the buildings.

## ***Commercial and/or Promotional Use***

Students may not use their rooms or any of the building facilities for commercial or illegal purposes, or soliciting or distribution of published or web-published materials. Fundraising in the residence hall may only be conducted in accordance with College Policy and with the pre-approval of the Housing Office. No signs of any kind shall be posted in or about any EC Housing property without prior written consent of the Housing Director.

## ***Common Areas in Apartments***

Apartment common areas are shared by all housemates and residents should avoid continually having visitors and dominating the use of the shared spaces in the apartment. Overnight guests may not sleep in the common without permission from all housemates, and Housing. The length of stay must not exceed 3 consecutive nights or a total of 7 nights per quarter (see Guest Policy). This policy applies only to current students who have obtained permission from their roommates.

Common areas in each apartment are considered shared with the College management and the College reserves the right to enter common areas at all times (see **Entering a Student Apartment/Room**)

## ***Community Room, Triton Lounge, Game Room..***

The common areas are to be used for meetings, programs, and individual housing student needs (watching television, playing pool, studying, etc.). Permission for organized gatherings, which are not directly related to a staff program, requires the approval of the Housing Staff. Non-residents may only use the common areas when accompanied by a resident outside of office hours. In that case, the resident is responsible for the guest's actions and will pay for any damages caused by that



guest. (See **Guest Policy**)

**Private Functions:** Residents may reserve the Community Room for private functions such as birthdays, parties or other social gatherings approved by the Housing Office. Private functions must be reserved between the hours of 9am-10pm, Monday through Saturday. Residents can sign up on the google form (see flyers around the building) or come to the front desk to request approval to use the space at least 2 days before the planned event. The host of the event is responsible for cleanup and restoring the Community Room to its original state; otherwise a \$100 cleaning fee will be charged.

**Outdoor Space:** The outdoor patio in Rainier Place (connected to Rainier Place Community Room) and the Triton Court Yard are for the general use of students in housing, as well as programming put on by the Housing Office or for private functions. Barbeques or other private functions in these outdoor spaces must be authorized and have written approval by the Housing Office Staff. The same cleanup policies for the Community Room apply to the outdoor patio.

## ***Credit Load***

Students must be full time (currently defined as 12 or more credits each quarter) in order to live in any Edmonds College Student Housing, unless approved by the Housing Office. You may have one quarter off each academic year in which you do not take classes as long as you are registered for classes the following quarter. For many students this will be during the summer quarter, but it does not have to be. Students must provide immediate proof of registration following the approved quarter in non-student status.

## ***Community Cleaning/Cleanliness***

It is expected that Community Spaces (lounges, hallways, lobbies, trash rooms, laundry rooms, etc.) are kept reasonably clean. Things that are not reasonably clean include: leaving trash outside of trash cans, spills on the floor/carpet, damage to community spaces (walls, flyers, carpet, etc.), etc. If the spaces are not kept reasonably clean this may result in an extra cleaning charge for individuals or the community.

## ***Community Safety***

Housing strives to keep all members of the residential communities safe, and in order to do this, we must set policies surrounding non-residents entering our buildings. In addition, federal law requires that we prohibit anyone who is not a current resident or is a guest of a current resident from entering the residential spaces inside of our residence halls. Guests of current residents must be accompanied at all times by the resident who is hosting them (see our **Guest Policy**.)

We ask that all residents assist with safeguarding our communities by refraining from holding doors or elevators open for non-residents to enter our residence halls. Whether food delivery drivers (see our **Food Delivery Policy**), friends of residents, or former residents, those not currently living in the residence halls and who are not accompanied by a current resident are not permitted inside our buildings.

One simple method we recommend using in order to ensure you are not allowing non-residents into the building whenever they attempt to follow behind you is to ask the person(s) whether they have a Housing fob; if they cannot show you a fob—whether they claim they left it in their apartment or they state they don't have one—then do not allow the person(s) to follow behind you by closing the



door immediately after you enter the building.

If you ever notice anyone who does not appear to be a resident or is otherwise acting suspicious, do not hesitate to call the front desk (if during business hours), the RA On-Call (if outside of business hours), or Campus Security (anytime 24/7).

In addition, Campus Security or Housing staff may ask anyone inside the residence halls at any time to show a Housing fob or other ID.

## ***Damages***

You are responsible for any damages to your individual room. Common area damages to the apartment will generally be billed equally to everyone in that apartment, unless we are told which person is responsible for damages. A list of the current prices for replacing damaged and missing furniture can be found in the **Fee Schedule** at the end of the handbook.

## ***Decorating/Personalizing Your Space***

Do not cause damage to your apartment by putting up stickers, creating holes, or hanging other decorations. Due to fire codes and safety standards, you may not construct lofts, platforms or other bunking structures. Students may not paint their rooms. If the painted walls in the room are in need of repair, please submit a maintenance request. Do not intentionally or negligently destroy, deface, damage, impair, remove or otherwise alter any part of the Unit, the facilities, equipment, furniture, furnishings, window coverings, and appliances. Do not permit any family members, invitee, licensee, or other person to do so. Installation of items such as antennas, satellite dishes, clotheslines, wind chimes, etc. is prohibited without prior written permission of the College. Wallpapering, painting, staining, etc. of the Unit is prohibited. Pictures and other wall decorations must be hung using items that do not cause damage. No nails, screws, tacks, etc. are to be used to affix anything to the walls.

## ***Demonstration Policy***

Campus Safety and Security registers persons or organizations who want to promote, either through verbal or written means, a message must follow our Demonstration Policy. The person or organization must be in compliance with EC policies and regulations and State as well as Federal laws. The college determines time, place and manner for the persons and/or organizations to deliver their message. Demonstrations that materially and substantially disrupt the work or normal operations of the college are prohibited.

## ***Disruptive Behavior***

Cooperate with the Housing Staff, Security, and other college officials at all times. Do not interfere with, annoy, disturb or obstruct any other student or staff member of the college by means of noise, abusive language or any other nuisance. Students who verbally abuse, or fail to cooperate with college officials (i.e., Housing Director, Office Staff, Residents Advisors or Security) acting in the performance of their duties, will face disciplinary action. The following civil laws are applicable in this area as well: disorderly conduct, malicious mischief, harassment (racial, sexual etc.) whether by phone, on-line, or in person, and reckless endangerment.

**Students should not cause apartment mates or neighbors to not be able to study, sleep, or feel safe in their housing situation.**



## ***Door Decorations***

Decorations are allowed—and encouraged!—on apartment front doors. Door decorations can be a great way to express personality, find similar interests among other floor members, or even let other residents on the floor know if you are in the apartment and interested in hanging out. From whiteboards to memes to even links to personal (non-commercial) social media, door decorations are often a great tool for connection and self-expression. Resident Assistants (RAs) will also create a personal door decoration for each resident to help introduce residents to each other and to encourage community building.

Door decorations may be put up with materials which will not leave any damages to apartment doors. Wall-safe tape is usually appropriate for posting decorations on doors; Command strips or hooks can damage door paint if removed carelessly, so wall-safe tape is normally the safer option. Just as with bulletin boards and public postings, any commercial, inappropriate, or obscene material is not permitted on any front doors; this includes advertising any alcohol or drugs. In addition, posting such materials on other residents' doors, making edits to existing door decorations which are not your own, or otherwise destroying decorations are not allowed, and any incidents of tampering with another resident's door decorations constitute policy violations; bias-related incidents also introduce further disciplinary infractions and may be subject to a Title IX investigation. Any suspected tampering with any door decorations may be reported to RAs, Campus Security, or the Housing Director.

## ***Drugs***

A student connected to the use, sale, or possession of drugs or drug paraphernalia may be immediately evicted from housing and face criminal consequences. This includes the sale, gift, or transfer of any prescription medication. If not evicted, students will be required to take part in Housing's Structure for Success Program (S4S Program). If you appear under the influence of drugs or alcohol, you may be subject to a health and wellness room inspection.

### **DO NOT:**

- Use, possess or sell illegal drugs (including marijuana and medical marijuana)\*
- Sell, gift, or transfer to anyone else any medication prescribed to you
- Allow guests to use, possess or sell illegal drugs or to sell, gift, or transfer to anyone else any prescription medication

*\*Although marijuana is legal for personal use in Washington for those who are 21 and older, it is still illegal federally. EC receives funding from the U.S. government, so marijuana (including medical marijuana) is strictly prohibited - this includes in both residence halls and homestay.*

## ***Electrical Appliances***

As a means of fire prevention, it is necessary to restrict the use of electrical devices with exposed heating elements in EC Housing; this includes the use of space heaters. Since electric blankets are not designed to sit on, you are strongly urged not to use them.

## ***Emergency Equipment***

- Do not tamper with fire alarms, sprinklers, hoses, fire doors, or any other emergency equipment. Doing so may have both legal consequences and Housing sanctions.
- Do not give, transmit, or sound a false alarm



- Use fire extinguishers and alarms only when there is a fire. The cost of refilling a misused fire extinguisher, as well as any damages resulting from an extinguisher being discharged unnecessarily, will be charged to the responsible person.

## ***Entering a Student Apartment/Room***

EC respects students' privacy; however, authorized personnel of the college maintain the right to access a housing unit for the purpose of inspection, repair, emergencies, conduct violations, and health and wellness concerns for students and/or community. The Housing Staff will, in most cases, give 24-hour's notice prior to entering a bedroom. Common areas in each apartment are considered shared with the College management and the College reserves the right to enter common areas **at all times**.

## ***Evacuation***

Evacuate the building whenever the fire alarm sounds or when instructed to do so by staff members. Even if you think it is only a drill or test, all students **MUST** evacuate using the closest staircase or exit and go to the nearest designated area and await instructions from college staff.

**DO NOT USE THE ELEVATOR** during evacuation for any reason.

## ***Fire Evacuation and Drills***

Every quarter a **Washington State Law** says we must have a practice drill to assure students know the fire drill process and where their closest exit is at.

**Important things to note if alarm goes off again:**

- Take the shortest exit to get out of the building - as quick as possible
- Have shoes, coat, and key in a place that you can quickly take with you
- Make sure **your roommate(s)** are awake and leave as quickly as possible
- Make sure windows and doors are closed
- Do not stand near the building, **please go to designated area (For Triton Court it is the Lynnwood Ice Skating Center parking lot and for Rainier Place it is near the gym).** **Housing staff and Security Staff will take you inside other campus buildings** if it is cold and/or if it takes a long period before you can return to the building.
- Your personal items are not insured by the College, you may want to get your own insurance. <http://www.nssi.com/education>

## ***Fireworks and Explosives***

Firecrackers and other explosives are not permitted on or around the college campus, including all EC Housing properties. Possessing, igniting and/or throwing fireworks or explosives in or around a college residence apartment is prohibited. Any student involved in this behavior can expect a residential conduct sanction (up to removal from Housing) and/or civil proceedings.

## ***Flying Objects***

Objects of any kind may not be thrown from the building, windows, balconies, or any place from which something can be thrown. In addition, throwing items at the building, such as, but not limited to, snowballs or water balloons, may result in appropriate disciplinary action or sanctions.





Throwing objects, or engaging in water fights, in any interior public area within the building is also prohibited due to the danger to residents and the resulting damage to the facility.

## ***Food Delivery***

Food delivery drivers are not permitted to enter the residential spaces inside our buildings. We most strongly recommend for residents receiving food deliveries to meet the delivery driver outside the building. If you opt for no-contact delivery, we ask that you do not include your apartment number in your delivery address and that you write clear delivery instructions that tell your delivery driver to leave the food outside the building and not to enter our residential spaces.

Here are some recommended food delivery instructions for each building:

*“Rainier Place is accessible via parking lot C, which can be entered by 200th Street. Please leave the delivery outside the building’s front door, which faces parking lot C.”*

*“Triton Court is accessible via street-side parking on 200th Street or a pull-in driveway on 68th Avenue. When you arrive, please leave the delivery outside the building’s front door, which faces 68th Avenue.”*

## ***Furniture***

Each apartment is furnished with: beds, desks, dressers, nightstands, bar stools, coffee table and couch. If any furniture is damaged or lost, students in the apartment will be fined for the loss. Students may bring in their own personal furniture as long as there is space, but may be charged for any personal furniture that is left behind after moving out.

Waterbeds: Due to their weight and risk for water damage, waterbeds are an exception to this allowance and are not permitted in any EC Housing unit.

Students should not remove any college furniture, including that in any common area such as the Community Room at Rainier Place. Any student who does move furniture may be charged to move the items back or replace them as needed.

## ***Garbage and Litter Laws***

Litter includes throwing food, oil from cars, garbage and cigarette butts on the ground and garbage bags outside of your apartment door. If you litter or if we take your garbage to the dumpster for you, there will be a charge. Put garbage in the appropriate containers (dumpsters). If one dumpster is full, take your garbage to a different one. Do not place trash in a designated recycling container. Garbage should be bagged in plastic and removed from the apartment at reasonable and regular intervals. Recycling should be separated from the trash and all boxes need to be broken down. Residents will assume all costs of extermination and fumigation for infestation caused by Student’s failure to follow policy.

In Triton Court, the trash rooms in Triton must remain clean and clear of trash at all times. If the trash doesn't fit in the chute or the chute is full, the trash needs to be brought to the dumpster area outside. If trash rooms are consistently accumulating garbage this may result in trash rooms being closed and/or charges for individuals or the entire floor.

Leaving trash in the lobby or hallways is not allowed in our buildings. Doing this may result in individual or community charges.



## ***Guest Policy***

Guests are individuals who do not have a lease in EC Residence Halls. Each guest must have a host and be escorted while in the building or on the property. The host is responsible for the behavior of their guest(s) and guests must follow all the State, Housing, and College regulations and policies. Non-residents will be asked to leave the apartment and EC Student housing property if they do not have a resident host accompanying them at all times. Guests of residents may be required to leave if they are violating policies, damaging property, or show the potential to cause harm to themselves or others. If such guests are also known EC students, they may also be referred to the college judicial system for related Student Code of Conduct violations.

**Allowed Number of Guests:** Residents may have up to **3 guests at one time**, but each apartment has a maximum occupancy of 10 people (including assigned residents). Keep in mind that if every resident in an apartment has guests at the same time, it may exceed 10 people so you will need to negotiate this with your housemates.

**Length of Stay:** Only individuals officially assigned to a room may reside in that space. Overnight guests are permitted **only** for current students who share a room or studio and have obtained explicit permission from their roommate(s). Guest stays must not exceed **three (3) consecutive nights or seven (7) total nights per academic quarter**. This guest policy applies exclusively to current students who are able to communicate and coordinate directly with their roommate(s). Guests of newly arrived students are expected to make alternative accommodations, such as staying in nearby hotels.

Excessive guests or unauthorized guests **will result in an overnight guest charge added to the account of the host** and possible restrictions on hosting future guests. Residents and all GUESTS must have a VALID ID to get in. Housing works closely with EC Campus Security which will be present Friday and Saturday nights in Rainier Place and in Triton Court to enforce our guest policy and protect the Housing community. All guests must enter and exit through the main door in each building (for Rainier Place that is the door next to the Housing Office, for Triton Court that is the door in front of the desk).

## ***Hazing***

Hazing of any kind is strictly forbidden within EC properties or among residents throughout campus. According to the Edmonds College Student Code of Conduct, hazing “includes, but is not limited to, any initiation into or affiliation with a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.” This includes any kind of activities engaged in with respect to residential groups or communities.

A good rule of thumb is if the activity involves using social pressure on new group members in order to motivate participation, the group has hazed those new members, and all members involved in pressuring anyone into participating in the activity are guilty of hazing. Remember: group activities can be a great opportunity for bonding, but only if all members are having fun. There is no meaningful communal bonding in forcing an activity in order to be granted access to the group.

If you feel you have been hazed by any resident or group of residents, you can reach out to the Housing Director and/or the College Title IX Coordinator, at which point Housing, in coordination with student support staff, will investigate the report, determine if a violation has occurred, meet





with all members involved in the incident, and set disciplinary consequences for any students found guilty of hazing violations. Hazing violations committed in Residence Halls are also not independent of College-wide disciplinary infractions, and the Vice President for Student Services may get involved at any point in Housing Office investigations upon reports of hazing.

## ***Inspections***

EC respects students' privacy; however, the college maintains the right for authorized personnel to access a housing unit for the purpose of inspection, repair, emergencies, conduct violations, health and wellness concerns for a student and/or community, and for Structure for Success follow ups. In addition, all apartments have quarterly cleaning inspections where staff will check common areas (kitchen, living room, bathrooms). During breaks between quarters, we are required to conduct security/fire/safety inspections. Additionally, if staff discover any items which constitute policy or conduct violations, they may have to confiscate those items and/or request that students dispose of those items at that time.

## ***Keys/FOBs***

Your room, apartment, mail keys, and building FOB are your responsibility. **No key is to be duplicated, loaned to other people, or given to those not entitled to have them for any reason!** Any related costs can be found in the **Fee Schedule**.

Damaged Key: There is a charge to replace a damaged key, but if you still have the damaged key we will not need to replace the entire lock (which is more expensive).

Lock-outs: If you lock yourself out of your apartment or room, contact an RA or the Housing Office. We will let you in twice without charge, but there is a lock-out fee for each occurrence after the 2<sup>nd</sup> occurrence. Excessive lockouts may result in a required meeting with Housing Staff and possible sanctions.

Lost Key: If you lose a key, you should report the loss immediately to a Housing Staff member. You will be issued a temporary key until a lock change can be completed and the replacement cost will be charged to your account. If you find your keys after reporting them lost, you may still be charged for the replacement cost unless we are able to stop the lock change order. Any key not turned in at checkout time is considered lost and charged accordingly

## ***Maintenance Requests***

Maintenance requests should be submitted to [Housing@edmonds.edu](mailto:Housing@edmonds.edu) or front desk at the Housing Office if it is an emergency. If it is before 9am or after 5pm Monday through Friday, as well as on the weekend, please report any emergency maintenance issues to the RA On-Call in your community. The Student may be held responsible for any damage caused by a failure to notify the Housing Office of any maintenance or repair needs in a timely manner. When you ask for this service, the maintenance staff will enter your apartment/room on their schedule in order to get the work done.

## ***Moving out (see also checking out)***

- If your lease is ending, you must complete the questionnaire sent by the Housing staff. If your plans change you must notify the Housing Office of your intent to move out or renew your lease **20 days** before the lease ends.
- Remember that your lease is a formal contract, if you move out before your lease ends, you



will need to find another student to take over your lease or else you may still be responsible for the amount due on your entire lease. Do not stay past the last day of your lease unless you sign a new lease or receive permission from the Housing Director to stay extra days. If you do stay extra days, you may be charged for those days.

- Students wishing to break their lease must speak to the Housing Office and provide all needed proof of how your situation changed since you signed the lease (formal proof from doctor, transfer paperwork...) at least **20 days** before the end of the quarter. This does not guarantee they will be able to.
- If you want to learn more about what the Check-out process must entail, please see the Checking Out section.

### ***Obstructing College Officials/ Campus Security/ Police***

Cooperation with College Officials, Campus Security and the Police is important for your protection and for the safety of the entire campus. If a student knowingly gives untrue statements, hinders, delays, or obstructs College Officials, Campus Security or the Police in the capacity of their official duties, the student could be charged with obstruction. Remember, everyone in campus Housing is required to show a photo ID (usually an EdPass) when requested by College Officials, Campus Security, and the Police.

### ***Payments:***

All Housing charges, including your Quarterly Housing Fee, are placed on your student account and payments should be made via ctcLink or at the Cashier's Office in Lynnwood Hall. New students should pay the first week they arrive. Continuing students should pay on the established due date the month before the new quarter. Reminders will be sent to your email address on file, and any payment made after the due date is subject to a late fee.

### ***Personal Property***

The College shall not be liable to the student for damage resulting from any cause to the assigned room or for damage to or loss of personal property belonging to the student contained therein. We strongly suggest purchasing renters insurance in order to cover your personal property. Should you elect not to carry any insurance coverage, you are held personally and financially liable for any claims that may occur as a result of your residence in the unit. As noted prior, you are responsible for any damages to your assigned room, its contents, or any other room in the residence hall caused by your negligence.

We recommend using NSSI Insurance. You can get a quote here: [www.nssi.com/individual-quote](http://www.nssi.com/individual-quote)

### ***Pets***

Pets are not allowed inside any EC Housing property at any time. This includes (but is not limited to) dogs, cats, rodents, lizards, reptiles and fish. Residents who have any unauthorized animals will need to find another home for the animal within 8 hours 1.) will be fined a penalty according to the **Fee Schedule**, 2.) be charged for any additional or related cleaning costs, 3.) and may face additional sanctions.

Daily charges will be assessed for unauthorized pets not removed from the building within the 8-hour limit following discovery of issue.

**For Service Animal or Emotional Support Animal please see Service Animals.**



## ***Psychological/Personal Crisis***

- Any student who exhibits behaviors indicating he/she may be at risk for self-harm or a danger to others may be referred for a psychological, psychiatric, or alcohol and drug evaluation. The results of this evaluation will be used to determine the best course of action for the individual and the residential community. A student may also be required to enter into a behavioral contract with the Housing staff in order to continue residency in our housing system. The College reserves the right to communicate with family/emergency contacts in emergency situations.
- The College has contact with a number of trained professionals who can provide counseling and support if you are experiencing difficulties in your day-to-day lives on campus. If you are experiencing difficulties (such as depression, suicidal thoughts, or alcohol and drug dependence/abuse) please contact the Housing Office immediately, so that we may get you in contact with the right resource.

## ***Quiet Hours***

Quiet hours apply to all apartments, rooms, and community space. Residents experiencing noise problems may call the RA on-call phone to report the activity. Repeat noise complaints and Quiet Hours violations may result in a meeting with the Housing Director and more severe sanctions.

- 10pm – 10am, Sunday through Thursday
- 12am – 10am Friday & Saturday

**Finals Week, all properties:** there is a strict **24 Hour Quiet policy** at all EC Housing properties. This covers the entire week even if your personal finals are complete.

**Courtesy Hours:** EC Housing believes that the right to study or sleep supersedes the right to make excessive noise at any time. Noise that can be heard beyond the walls of your apartment may be considered excessive and constitute a violation of the Quiet Hours Policy regardless of the time of day. This also applies to all common areas throughout each residence hall.

## ***Reporting Housing Incidences***

If you see, hear, or feel that someone has broken a housing policy or feel they are making students in housing not able to Study, Sleep, or Safe, please report it to an RA or any Housing Staff member.

## ***Room Consolidation***

The College reserves the right to reassign the student in order to make the most effective use of available accommodations. During the first two weeks and finals week of each academic quarter, room changes within units and between units **WILL NOT BE PERMITTED**.

## ***Service Animals and ESA Animals***

**Under the Americans with Disabilities Act (ADA) Amendments Act, a Service Animal** means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

**An Emotional Support Animal (ESA)** is an animal that is recommended for students with mental health challenges. Please keep in mind that a residence hall apartment is shared with other students, and this will impact the ability to have an ESA.

You must register with the Students with Disabilities Office (SSD) if special accommodations are



needed when applying for housing. You are encouraged to apply early and to notify the Housing and Residence Life Office of special needs when the application for housing is made. All animals must be over age 1 and trained.

## ***Skateboarding & Shopping Carts***

- Skateboarding (skateboards, longboards, roller skates, razor-scooters, etc.) is specifically prohibited inside Residence Halls or around the buildings. Please carry your skateboards while on campus.
- Shopping carts are not allowed in or around any property and it is a violation of Washington State Law RCW 9A.56.270 to take them from their respective establishments. If not returned upon request, appropriate action will be taken, including criminal prosecution and/or fines.
- Hoverboards are not allowed on campus or in the Residence Halls.

## ***Smoking***

EC Housing is smoke free. Smoking is also strictly prohibited inside any EC building and on campus. The ONLY designated smoking area on-campus, and for Housing residents, is under the covered smoking area located near the dumpsters outside of Rainier Place. Smoking outside the Residence Hall designated smoking area is a violation of Washington State Law RCW 70.160 and subject to criminal prosecution and/or fines and sanctions from the Housing Office. Residents smoking in the designated area should be prepared to show their Housing ID. If a resident is found to have littered cigarettes, cigars, pipes, lighters or any other smoking device, a cleanup fee will be assessed. Specific fines can be seen in the Fee Schedule (page 26).

*Use of Hookahs, E-Cigarettes, and vaporizers is also defined by the College as smoking and these actions are subject to the same restrictions and prohibitions. Students caught smoking in housing will have to pay fines and/or could be evicted from Housing.*

## ***Structure for Success (S4S) Program Outline***

The decision to use alcohol and drugs on campus could have dramatic impacts on a student's future academically, socially, and financially. The Housing Office works closely with Counseling, Tutoring, the Healthy Relationship Team, Behavior Intervention Team (BIT), the Student Conduct Officer, and Security as well as with other campus departments to ensure community safety and student success. Housing, in collaboration with these departments, offers a Structure for Success (S4S) intervention program which gives students found responsible for drug-related activity a chance to remain in housing (drugs includes alcohol and marijuana). This program is designed to provide a structured and educational supportive environment that will lead towards academic and personal success.

*Students caught selling marijuana, using other types of drugs, or not keeping to the S4S program will be removed from Housing in as soon as 24 hours. EC, as determined by the Housing Director, also retains the right to remove anyone from Housing after the first offense depending on the seriousness of the violation.*

### **S4S Student Responsibilities:**



- Meet on a regular basis with a Housing staff member
- Sign FERPA waiver to allow for consistent monitoring of grades, academic progress and class attendance as well as connecting with family on these matters
- Mandatory and random drug tests by a mutually agreed upon service with results submitted to Housing (at the Student's expense)
- Taking part in ECheckUp To Go (Online assessment tool, costs \$50 per module)
- Meeting with the Counseling Center
- Meeting with the Tutoring Center
- Expectation to get involved with College student organizations (clubs, Housing Ambassador Program...)
- Agree to random room inspections
- Researching drug use and health and then make a program for the Residence Hall
- Written reflection paper examining the S4S experience and impacts
- Expectation to abide by all college policies and guidelines

### ***Solicitation and Commercial Activity***

- **Door-to-Door Solicitation:** Door-to-door solicitation is an uninvited attempt to make contact with a student in an apartment. Door-to-door solicitation for commercial, political or other purposes is prohibited at all EC Housing properties.
- **Other Commercial or Political Activity:** Commercial activity of any kind is prohibited in the common areas of any EC housing property. Political activity by candidates for local races and Student Government candidates may occur in common areas one-week prior to the date of the election. Candidates must register with the Housing Office and be in accord with the hall's common area use policy.

### ***Trash and Dumpsters***

**Trash** - Students are expected to keep their rooms and apartments clear of trash so that it does not cause undue smells or cause pest issues.

**Dumpsters** - no electric appliances (TVs, microwaves...) and no furniture can be left at dumpsters or around buildings. Students must remove them from the area or be charged fines. There are local waste and recycling facilities students can contact for these items.

**Rainier** - take all items out to the dumpster. Do not leak liquids or drop garbage when carrying it out. Be sure garbage goes in the dumpster and not on the ground around it.

**Triton** - Be sure all your items are small enough to go down the shoots without getting stuck. If they are too large (like boxes) you will need to take them down to the dumpsters. **NO LEAVING ITEMS IN THE GARBAGE AND RECYCLING ROOMS!** Keep them clean or you will be charged.

### ***Utilities***

Basic utilities are included in your housing fee, but apartments with excessive utility costs (over \$300 a month) will be charged for the difference. It is uncommon for utility bills to reach that amount, especially if you follow these tips for energy conservation:

- Close windows & doors when the apartment heat is on
- Turn off all appliances and lights when you are not using them



- Take shorter showers and only one a day
- Wear warmer clothes and use more bedding instead of turning up the heat
- Open blinds and curtains during cold days to take advantage of the sun; close them at night to keep the warmth in.
- Use natural daylight as much as possible

## ***Weapons***

Firearms (including guns, rifles, BB guns, paint guns, and pellet guns), explosives, illegal knives, dangerous chemicals, or other dangerous weapons are prohibited anywhere on the EC campus, including all Housing properties. Possession of such items violates Housing Policies and the EC Student Code of Conduct and may also include external criminal sanctions.





## Housing Incident Response and Review

*Edmonds College encourages students to act independently and maturely while living in our housing program; either Residence Hall or Homestay. Living in a group situation is not always easy since everyone comes from a different background and has different expectations for living in a residential community. "Policies and Procedures" are established for both Residence hall and Homestay residents to outline standards by which all members of the Housing and Residence Life community can live together. The Housing Office has designed an Incident Response and Review process, which addresses inappropriate or illegal behavior with the goal of changing future behavior and which complements the College's formal student conduct process. Housing conduct review will be based upon the Housing contract and lease as well as the Housing Specific Policies and Procedures. The College's judicial process is based upon the EC Student Code of Conduct.*

**Students are responsible for their actions and will be held accountable for violations of state and federal laws as well as both Housing and College policies and procedures.** The procedures outlined here are designed to ensure due process, but should not be confused with a court of law. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless such deviation shows significant prejudice to a student. We are committed to protecting individual rights, as well as the rights and interests of all community members.

An Incident Report will be written to document events involving violations of policies. The student will be notified to meet with Housing Staff. At this meeting, the staff member will (1) discuss whether a violation has occurred; (2) ask for the student's explanation; (3) determine the degree to which the student was involved; and 4) assign a sanction if appropriate. The student shall receive a written notification of the conduct officer's decision generally within ten (10) working days of the conduct meeting.

There are three general categories of incidents that Housing students may be involved in.

1. ***The student violates a Housing policy that specifically relates to the Housing Agreement or Housing Policy only.*** This could be anything from violating guest policy in the Residence Halls to moving out of your room without proper notice. This student will only interact with the appropriate Housing staff member, and may be given a Housing-only sanction.
2. ***The student violates both Housing and College Policy.*** Some examples include any situation involving drugs, alcohol, or violence on campus. In this case, the student would most likely meet with Housing staff in addition to being referred to the College Conduct System.

***The student may violate the Student Code of Conduct somewhere else on campus with no connection to the Housing Office.*** The student would be referred to the College Conduct System, which may or may not have consequences for the student's housing status. For example, a student who plagiarizes will likely have some sort of sanction or warning from the college that would not affect their housing. Another student, however, might be evicted from the college for fighting in the classroom. Being a student is a requirement for living in Housing so this would affect the student's ability to live in housing.



It is important to understand that the Housing Office's Policy and Procedures and the College's Student Code of Conduct might overlap in many places, but they are separate documents with separate processes. EC also utilizes a Behavioral Intervention Team that helps coordinate information and response across campus. This means that even if an incident involving a student is Housing or College only, it is part of the student's overall record and will be considered if any new incidents occur.

## ***Banned From Housing***

*A resident or non-resident may be banned from Housing if they knowingly enter or remain in or upon the premises of another or if instructed to leave either by a student or Housing Staff. Guests and un-hosted guests may be banned if suspected of being involved in behavior that violates College Housing policies. If you knowingly and willfully house or harbor a "banned" individual, you may be subject to disciplinary action.*

## ***Housing Sanctions***

*Sanctions are imposed as an educational means of holding students accountable for their actions. These sanctions include, but are not limited to:*

1. **Warning:** verbal or written notice that future misconduct may/will result in more severe disciplinary action.
2. **Meeting with Campus Group:** students may be required to meet with offices such as: Dean's Office, counselor, and the Judicial Coordinator.
3. **Probation:** written notice that further infractions of policies will most likely result in removal from the apartments, with the possibility of being removed from the College system.
4. **Removal from the housing program:** this is reserved for those students who indicate either by one or more serious offenses or by an ongoing series of more minor offenses they are not willing and/or able to live within this type of community. **In this situation, there is no refund on housing payments made and students may still owe more depending on time of quarter and other fees.**
5. **Relocated to a new apartment or host family:** in some cases where an incident is the result of interpersonal conflicts, students may be removed from their current apartment or homestay and reassigned within the housing program instead of being removed entirely.
6. **Referral to the College Conduct System:** may also be referred to the College conduct system (Office of Vice President for Students Services) for any additional conduct action. This conduct system can ultimately remove a person from the College.
7. **Restitution:** The student is required to make payment to the College or to other persons (such as host families), groups, or organizations for damages for which he/she is responsible; whether the action was intentional or an accident. If it was intentional, another sanction might also apply
8. **Fines/Fees:** The student who has a habit of negative behavior may end up paying a fine/fee. One such behavior would be repeated alcohol offenses, noise, smoking in apartments, littering, etc.
9. **Programs:** A student may be required to attend a program on an appropriate topic, or they may be required to give back to their community by organizing a program.





10. **Community Service:** The student is assigned a community work project requiring them to give something back to the community. This can include garbage pickup around the apartment complex.
11. **Restrictions:** The student may be restricted from certain privileges such as having guests.
12. **Structure for Success (S4S):** Intervention program for students found responsible for alcohol or drug-related activity.

### ***Proceedings/Failure to Appear***

As indicated above, students involved in an incident will be called in to meet with the appropriate housing staff. A student who fails to appear for this meeting is not excused from pending action. Housing staff will still review all evidence and documentation concerning the incident and make a decision. The student will be informed of that decision, and any associated sanctions, in writing.

If a student contests the decision of the Housing staff, they can submit a written appeal and explanation. Housing staff will review the appeal and the student may be asked to meet with the Director of Housing or the Dean of Student Success. At this time, any sanctions may be reversed, amended, or upheld.



## Housing Success Strategies

### *Email Notices*

Be sure you are regularly checking your email account as we will send important Housing notices every quarter. You will also learn about many great events and opportunities on campus through your email. You can visit the START office on campus for help with accessing student email, and can even have it forwarded to a personal email account for your convenience.

### *Living With Housemates*

Some of the most important people in your College experience are your housemates. They can be the source of either deep friendship or chronic aggravation, depending on how you get along. Here are a few suggestions that might make a difference:

- **Arrange Your Study Schedule:** If you plan to do most of your studying in your room, let your roommate know. Do you study best with a radio or television on, or is silence most conducive? Agree on some general hours and change only after discussion.
- **Be Honest:** It can be hard to balance being honest and trying not to give offense, but many roommate conflicts are the result of not being honest when communicating and/or trying to ignore problems. This often means that little problems never get addressed and eventually turn into big problems.
- **Communicate Regularly:** Chances are good that if something about the living situation is bothering you, it is also bothering your roommate. Be tactful and remember that your roommate is a human being too. Be upfront and do not let problems or questions fester. Do not be nervous to use English. Try your best and keep practicing. If you are uncomfortable talking in English, talk to your RA who can help mediate discussions or find an interpreter.
- **Discuss Your Visitors:** You will need to decide when and how long friends can visit. Housemates need to give permission for overnight guests.
- **Divide the Chores:** Conflicts over dirty dishes, messy bathrooms, taking out the trash, and the like often cause feuds. Divide up all the cleaning responsibilities and if someone is not carrying his/her share of the load, discuss it with them rationally and calmly, before it becomes a major irritation.
- **Explain absences:** If you are going to be away from the complex for an extended period of time, let your housemates know of your plans. That way we know that you are safe and not missing.
- **Get to Know Your Housemates:** It is easier to live with a friend than to coexist with an enemy. Share your mutual interests and discuss your differences.
- **Guidelines for Sharing:** How do your housemates feel about loaning his/her possessions? Find out and make sure your roommate knows how you feel.
- **Meet Other People:** Do not depend on your roommate to satisfy all your social needs. Make other friends and get involved in activities that take you out of your room or residence hall.
- **Apartment Agreement:** One of the most important things you can do is to create an Apartment Agreement by using all of these ideas and creating a contract with your housemates. The Housing Office has an apartment agreement form that you can use and your RA can help you with this very important process. (Your RA will give you an



Apartment Agreement form to fill out with your roommate(s). The RA can also help you and your roommate(s) fill out the Apartment Agreement if you would like)

## ***Medical Insurance and Information***

- International students at EC have medical insurance through Lewermark. Your welcome packets will provide the details, and it is important to go online and print off your insurance ID card. The packet will also have a list of local clinics and doctor's offices you can go to. The OIP office can also help you with any questions or concerns you might have.
- It is also important to tell the Housing Office and your housemates about any medical issues you may have, including allergies or special needs. We hope that accidents and illnesses never happen, but talking about these things ahead of time makes it easier for someone to get you the appropriate help if you are in need.

## ***Personal Safety and Public Transit***

- Know your bus route and schedule, but understand that these schedules are often not exact. American buses are commonly a few minutes early or late, so plan ahead.
- Find well-lit bus stops and or stops in very public areas.
- Stay alert at all times. Do not wear headphones or use your phone, etc. to the point of distraction. Always look and listen so you are aware of people, things, and activities around you. This is also true when walking around, whether you are in your familiar neighborhood or exploring a new part of the city. Keep all valuables in your possession at all times.

## ***Safety in the Kitchen***

Your apartment will have a stove, oven and a microwave. Most also have garbage disposals in the sink. If you are unfamiliar with different appliances, please ask your RA or housemates to show you. Some other safety tips are as follows:

- Do not put large items or food pieces in the disposal or else it may clog or damage the blades. Also, be sure to always run water when you use the disposal.
- Do not leave the kitchen area while you are cooking
- Do not throw water on a grease fire
- Do not set a hot pan on a bare countertop as it will leave scorch marks
- Do not put metal of any kind, including tin foil, in a microwave
- Do not put something in the microwave with a tight lid as it will explode
- Make sure your container is microwave safe. Many plastics will melt.
- Food cooks much faster in a microwave than a conventional oven, so set the microwave for less cooking time. One to three minutes is enough time to heat most foods.

## ***Safety in Public and on Campus***

- You are expected to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus and EC Student housing at Housing properties. The College maintains its own Security department, which is composed of full-time officials and part-time student helpers.
- Campus Security can provide an educational program and a discussion concerning measures you can take to protect your property and take steps against theft and vandalism,



as well as information on personal safety. You can also contact Campus Security for an escort across campus if you feel unsafe for any reason. They will walk with you to the campus bus stop, your car, or Resident Hall. This can be nice if you have a late evening class on the other side of campus.

- Remember the emergency number for the United States is **911**. Call this number to report fires, accidents, medical emergencies, dangerous situations, or anytime you need to reach emergency services. You can call **911** from any phone, anywhere.

### ***Security of Personal Property***

- Personal property can be damaged by accidents and unexpected natural events, such as sudden weather changes. Property can also be stolen if not properly safeguarded. Students are strongly urged to take precautions to protect their own personal property. **Students are encouraged to purchase renters insurance.** This insurance can help replace any of your personal property as well any damaged items that you may need to reimburse the Housing Office for.
- The College assumes **no responsibility** for loss or damage to any resident's personal property from any cause. Students are urged to take valuable personal property home with them at quarter breaks. **DO NOT** leave valuables unsecured in rooms and keep your room doors locked at all times when you are away. Also make sure that you are locking the door to the apartment if you are the last one to leave at any time.



### **Apartment Safety: It Starts with You!!!**

1. **If you are asked to show your student ID** to a staff member, you must comply. You can also ask to see the staff members ID. Friday and Saturday nights you must show ID to the security officer working at the entrance of both buildings.

2. **Keeping yourself and your community safe:**

Please call the RA On-Call or call the Police by dialing 911 to report suspicious people or anything strange in or around the buildings

- Do not let people into your residence hall if they do not have a fob/key
- Keep your door and windows locked when you are not home or sleeping
- Get to know your housemates and neighbors.

3. **Fire Safety** - Please be very careful when cooking in apartments. Do not start cooking and leave the kitchen. Do not throw water on a grease fire. Do not leave items around the stove that may catch fire. No open flames in the Residence Halls. Use your **Fire Blanket** if needed. <https://www.youtube.com/watch?v=73uBTHEdew8>

4. **Triton Alert** - Be sure to [sign up to get notifications](#) about weather closures, school closing for emergencies... Please see [Triton Security](#) page for more advice.

5. **Sexual Assault** - Any person that has witnessed or experienced gender-discrimination, sexual harassment, or sex violence can file a complaint. Please go to <https://www.edmonds.edu/student-services/counseling-and-wellness/violence-prevention/> for reporting information.

6. **Own a CAR? Guests coming to Visit?** Make sure when you arrive and check-in that you are signing your car up and getting a Housing Tab. Students must have a **College Permit to park on campus and a Housing Tab** to park in Residence Hall parking. You must get a guest permit from the Security Office or the Housing Office.

7. **Maintenance Request**

Need a lightbulb? Sink is clogged? Something broken? Let us know! Email: [Housing@edmonds.edu](mailto:Housing@edmonds.edu) (for emergency call office or RA on call)

In the email, please include:

- Your name
- Your room or apartment number
- Details of what you are requesting. The more details, the better!
- maintenance staff members will come to your apartment during weekday or weekend - according to their schedule and urgency of issue.



Any water leaks or mold issues should be immediately reported or you will pay for damages.

8. **Do not allow friends to stay in your apartment while you are not home.** It is important that you and your housemates know who is home at all times and you should be there with guests. **YOU ARE RESPONSIBLE FOR YOUR GUESTS AT ALL TIMES WHEN THEY ARE IN THE BUILDING!**

9. **Guests are allowed only 3 nights** - Your housemates should only have guests 3 nights in a row and 7 nights maximum in a quarter (and they should talk to you about it) . Email us or come to the office if your housemate is violating this policy.

10. **Do Drugs and get kicked out in 24 hours** - Any drugs are illegal on campus. If there is any information that shows you are using drugs, you will be asked to move out in 24 hours and there is no refund on Housing payments.

11. **insurance** is suggested for your personal items and anything stolen or damaged. Your parents might add an umbrella insurance for you under theirs, or you can search online for College Student Insurance.

12. **Counseling Center on Campus** - if at any time you are feeling stressed due to studies or other personal reasons, we do have a Counseling center on campus and it is *free* to students. The Counselors are focused on student success and your health. Visit [their website](#) for more details.



## Fee Schedule

This is a partial list of sample charges. Replacement, cleaning, and repair fees will be based on actual costs and may vary from the amounts here. Fines may be changed at any time.

### **Doors and Locks:**

• Door	\$200
• Door Jam	\$125
• Molding	\$60
• Door Handles	\$250
• Door Knob	\$90
• Door Lock	\$50
• Lost keys	\$150

### **Cleaning:**

• Clean Bedroom Carpet	\$50
• Clean Common Area Carpet	\$100
• Clean Entire Unit Carpet	\$200
• Deodorize Carpet	\$50
• Garbage Pickup per incident	\$50
• Extensive Cleaning	Up to \$65/hour
• Fumigation due to pets	\$100
• Extra Community Space Cleaning	varies

### **Replace Furnishings\*:**

• Mattress	\$300
• Desk	\$400
• Night Stands	\$200
• Beds	\$600
• Bar Stools	\$100
• Sofa	\$1500
• Coffee Table	\$300
• Smoke Detector/Tampering	\$100
• Globes at light fixtures	\$30

*\*Additional fee for delivery/ unpacking/ assembly will be charged*

### **Plumber:**



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- Per-trip Charges \$65 minimum
- Paint damage - example, stars on ceiling \$125+
- Carpet damage at 100% of overall cost
- Sofa damage 100% of overall cost
- Hourly Charge (one hour minimum) \$67

**Breaking Lease:**

- Improper Check Out \$200
- Lease breakage fee \$200 (deposit)

*Must find someone to take contract/space as well*

**Room Changes**

- Required by Housing Office \$0
- Students requests to move \$200 (new cleaning fee)

**Smoking in Apartment:**

- Each violation \$100+

**Lockouts:**

- Third lockout & each occurrence thereafter: \$50

**Shopping Carts:**

- For bringing a shopping cart on campus: \$100

**Guests:**

- Overnight visitors in guest room or unauthorized overnight visitors (+conduct sanction)  
\$25/night

**Late Payments:**

Each late payment \$100

**Water Damage:**

\$200 and up

**Pet Penalty and clean up:**

\$100 plus \$10.00 a day the pet is not removed  
from residence halls

**Structure for Success (S4S) Program**

\$50 per module