

## Northwestern Michigan College East Hall Summer Guests Behavioral Expectations

East Hall hosts many different groups and organizations each summer for recreational or educational purposes. The following guidelines have been established to ensure that your stay in East Hall is enjoyable. If you have any questions please contact the Residence Life Office during normal business hours Monday through Friday at (231) 995-1400:

- 1) Alcoholic beverages, illegal drugs, tobacco products (including use of electronic cigarettes), fireworks, or dangerous weapons (including knives and pellet guns) are NOT permitted on any NMC property. Also, burning of incense or candles/candle warmer is prohibited in the residential unit.
- 2) Vandalism, including defacing or destroying of NMC property or the property of others, will not be tolerated. The Residence Life staff will be performing inspections of the unit after your departure and damages will be charged to the organization or individual responsible for damage to the unit. If you notice any damage in your unit, please report it to Residence Life staff immediately.
- 3) Do not remove screens from windows.
- 4) Do not tamper with fire/smoke alarms, fire-fighting equipment, elevators, or other security/safety equipment.
- 5) PLEASE DO NOT EXIT THROUGH THE FIRE DOORS, UNLESS IT IS AN EMERGENCY.
- 6) Use of sporting equipment in hallways is prohibited, including but not limited to skates, skateboarding or dribbling of basketballs or throwing of any type of sporting equipment in the East Hall facility.
- 7) When dressing/undressing, it is expected that window blinds will be closed.
- 8) No pets.
- 9) When leaving the unit, please make sure all lights and water are turned off. Be sure to lock your entrance door.
- 10) Rooms must be maintained in a clean and orderly fashion. All trash must be removed from the room and placed in the dumpster located in Chestnut Parking Lot. Do not leave trash bags in the hallways, laundry rooms or common areas. No littering. Complimentary trash bags and toilet paper available at the front desk.
- 11) Please do not use any adhesive on the doors, walls or extremities of the unit or you will be financially responsible for the damage.
- 12) Please obey all local, state and federal laws. Residents are expected to follow the rules as outlined in the East Hall Handbook and Student Rights and Responsibilities. Failure to follow the guidelines as stated in the handbook and Student Rights and Responsibilities will result in immediate removal from the facility (<https://www.nmc.edu/student-services/housing/east-hall/important-info.html>).
- 13) All furnishings must remain in assigned room or designated location.
- 14) Inappropriate behavior, excessive noise, harassment or hazing will not be tolerated.
- 15) Room key, access and laundry cards must be turned into the Residence Life staff before you depart or you will be held financially responsible for any damage and replacement of the lost item. Please check out of your room by 11:00 am. If you need a later time please contact the Office of Residence Life during normal business hours.
- 16) Courtesy hours are 24/7. If asked to quiet down please respect the request of the requestor or you may be asked to leave.
- 17) Quiet hours are between the hours of 11:00 pm to 8:00 am (nightly).
- 18) Respect the rights of other guests in East Hall, NMC students, NMC Officials, Campus Security Officers, etc.
- 19) Toaster ovens are not allowed in East Hall.
- 20) No playing of musical instruments or loud music in East Hall.
- 21) All guests staying longer than 30 days will be subjected to a Health and Safety check of the unit. Guests will be notified 48 hours in advance via posted notice in their unit that a Health and Safety check will take place. The guest will have 48 hours to correct any issue identified in the unit or face fines or removal from East Hall.

**Important Information Telephone Numbers:**  
**On Call Resident Assistant number: 231-995-2096**  
**NMC Campus Security: 231-883-9099**  
**Traverse City Police Department (Non-Emergency) 231-946-4646**