

## SHANNON POINT MARINE CENTER HOUSING PROCEDURES

### **Introduction**

The procedures for SPMC housing have been adopted from the WWU University Residences Policies and Procedures. Please note these items of information which are specific to SPMC.

Shannon Point Marine Center is pleased to be able to offer low cost housing to those individuals or groups that are connected with an academic program related to marine science or are official guests of the University as determined by the Director of SPMC or his/her designee. Priority will be given to groups or programs and individual use will be on space available basis. Room rates are based on double occupancy – overnight stays are restricted to the housing units. We do not have food service and custodial service is limited therefore individuals will be expected to cook and clean up after themselves. Residents will have access to kitchen facilities in the Commons Building.

The residential facilities consist of a 12-room dormitory. Each individual room contains two beds, a closet/dresser area, and a desk. Each pair of rooms shares a common bathroom. Rooms have private internet access.

### **Applying for housing**

Reservations can be made by contacting the Office Supervisor at SPMC (360-650-7400). Reservations for rooms must be made by noon at least 24 hours in advance. Rooms are rented on a first-come, first-served basis. The housing contract must be signed before keys are distributed.

Housing Fees: (Note: Once the keys are picked up, charges are applied until they are returned.)

- WWU Student: \$15/day
- Non-Student, single occupancy: \$50/day
- Non-Student, double occupancy: \$25/day
- “Lively” house, room rate: \$400/month\*\*
- “Lively” house, whole house rate: \$1000/month\*\*
- Linens: \$15/person/stay\*

\*The linen package includes: 1 set of sheets, 1 blanket, 1 pillow, 1 towel and 1 wash cloth.

\*\*The monthly rate begins on the 1<sup>st</sup> day of the month through the last day of the month regardless of move-in and move-out dates. The monthly fee will not be pro-rated for portions of the month.

In the event a group charges its third party guests a fee for using University property, the amount charged shall not exceed the per person housing rates the University charges the group as specified in the Housing Fees section.

The Administrative Office is open M-F 8:00am – 4:30pm. If you are arriving/departing during non-working hours, please contact the Administrative Office for key arrangements.

### Check-In Procedure

- Check-in by 3:00 p.m. Monday thru Friday
- Payment to Administrative Office completed by a secure online invoice that will be emailed in advance to the email provided on the housing application form.
- Read housing policy
- Sign Housing contract
- Receive assigned keys
- Inspect room filling out check-in form
- Return check-in form to Administrative Office

### Check-out Procedure

- Check-out by 12:00 Noon
- Clean room, bathroom, empty garbage, pile linens on top of bed (if applicable), and remove food from commons refrigerators.
- Turn in keys to Administrative Office M-F 8:00 – 4:30; or key drop box on weekends or after hours.

Room will be inspected by Staff at SPMC noting any damage to room. Renters may be charged for damage to the room or facility.

## DURING YOUR STAY

### Cooking

SPMC has a Commons Building equipped with 2 stoves and 5 refrigerators for cooking. The Commons Building contains dining tables and tableware as well as cooking utensils. Cooking on an individual basis will have to be done with mutual respect and cooperation from all residents.

### Equipment in Commons

The commons area has various equipment available for general use. All normal University computer use policies apply while using the Wi-Fi system. Items in the Commons for your use: Exercise equipment, Television with VCR/DVD player, Stereo, computers, ping-pong table, games, books, couches, chairs and tables. Please make sure to treat this equipment kindly so everyone can enjoy it. Report any equipment problems to the Manager of Academic Support Services.

### Telephone

The portable phone located in the Commons is available for your use. Please make sure to return to base station when you are finished using it. You may take it to your room for privacy. The telephone line is a Bellingham area line. The procedure is located by the phone. A list of intercom numbers is available near the phone base.

## Mail

You may use the SPMC office address for your mail.\*

Student/Researcher  
c/o SPMC  
1900 Shannon Point Road  
Anacortes, WA 98221-4042

\*Please note that U.S. mail cannot be forwarded after your stay. Please update mailing address with the sender rather than relying on the U.S. Postal Service to forward mail.

## Decorations

Picture hangers, thumbtacks, or nails may not be driven in the walls without causing damage. Even the use of some kinds of tape will damage the walls.

## Maintenance Access

The University respects the student's right to privacy. However, the University maintains the right to have authorized personnel enter any room for the purpose of inspection, repair or other official University business.

## **HOUSING ASSIGNMENT POLICY**

### Room Assignments

Rental charges are based on double occupancy of rooms - overnight stays are restricted to the housing units. During the first two weeks of each academic quarter, room changes **WILL NOT BE PERMITTED**, to allow for all new students to be assigned to available spaces. Shannon Point Marine Center reserves the right to assign a new roommate to a space at any time. It is the hope of the Shannon Point Marine Center that you and your assigned roommate will be reasonably compatible. Getting acquainted takes time, so give yourself a chance to adjust to your new roommate and surroundings. If, after two weeks, you find that your room assignment is not working out, contact the office.

Outside agencies or program groups will be responsible to distribute and return keys to the main office. It will be up to each group and the supervisor to determine room assignments.

### Leaving During the Quarter

If you have contracted for an entire quarter's rent, your room charges are computed from the official opening date of the quarter. Adjustment will be made for arriving more than five days after that date or leaving more than five days before the end of the quarter.

## Guests

Guests are defined as University or non-University personnel who are visiting housing residents at Shannon Point Marine Center. All Guests must be approved by the Manager of Academic Support Services and may stay for a two-day period paying the standard daily rate. Under special circumstances the Manager of Academic Support Services may extend the stay to a maximum of one week. Guests will be approved on a space available basis with the understanding that our dorms have a maximum capacity of two people per room. Guests will not be issued keys and the resident requesting the guest will be responsible for assuring that all housing regulations are met by the guest.

## Lease Termination

Living at Shannon Point requires consideration of other residents and of the animals and plants of the surrounding forest. While problems are not anticipated with the mature, serious students who customarily take classes at Shannon Point, notice is hereby given that the Director has the right to terminate any lease to protect the environment or the rights of other residents. In the event of termination for such cause, unused rent will be refunded.

## **HOUSEKEEPING & MAINTENANCE**

### Cleaning

Living in the Shannon Point housing means that you will be using a shared kitchen facility. When using this facility you need to make sure to keep the area clean not only because of common courtesy to the other residents, but because it can be a health hazard not to. There will be a SPMC custodial staff member coming in to sanitize once a week, however the daily cleaning is the responsibility of all housing occupants. The following duties are expected of everyone residing in the Shannon Point housing.

1. Wash your dishes after each use. Do not leave them in the sink or on the counters if they are dirty. Leaving dirty dishes around with food on them attracts rodents. Put away clean dishes.
2. Keep the countertops clean. Wipe the counters off after you are done with your meal. Do not leave crumbs and food particles lying around.
3. Keep stovetops and ovens clean. If you spill something on the stove or in the oven, please clean up after yourself.
4. Keep the microwaves/toaster ovens clean. If you spill something in the microwaves/toaster ovens, please clean up after yourself.
5. Keep the refrigerators clean. Do not keep moldy or spoiled food in the refrigerators, throw it away! If you spill something in the refrigerators, clean up after yourself.
6. Keep the floors swept - do not let crumbs and food particles accumulate on the floor.
7. Garbage and Recyclables should be taken out to the outside bins each day.

Please do your part to make the Shannon Point housing a comfortable place for all residents.

## Damages

When you move into your room, you will be given a Room Inspection and Inventory Form which indicates the room's condition. This form is designed for your protection. The form must be signed by you and returned to a SPMC staff member within five (5) days of the date you move in. If the form is not returned, it will be assumed that you agree with the room conditions as indicated on the duplicate copy of the inventory form filled out by SPMC staff, and you will be charged for any new damages in that room at the time of check out.

Repairs to housing facilities must be performed by University personnel. The cost of these repairs includes materials and labor. In all cases, trained University craftspeople must do the work in order to comply with building codes and construction standards. If your room is damaged, **do not** attempt to complete the repairs yourself! If there is a problem in your room which requires repair, report the problem to SPMC staff.

If you lose or damage residential property, even accidentally, you may be billed for it. This includes any portion of the facility itself, and does not preclude prosecution for vandalism, destruction and/or theft of state property. Report any such damage to SPMC staff immediately.

## **REGULATIONS FOR CAMPUS LIVING**

As one of the basic features of residential living, we feel students should have the opportunity to set expectations for one another in their own community. While we endorse the concept of self-government, we believe established guidelines should reflect local, state and federal laws. As a member of the Residential Community, you should be especially familiar with University Residential policies and procedures.

Living on campus is a unique experience that provides many benefits and opportunities. However, it must be understood that when people live in close proximity in a residential community, it is essential that the rights and responsibilities of each person are respected. Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. It is vital to the continuance of a safe, comfortable, concerned residential community that each person be aware of, and abide by, the rules, regulations, and standards for on-campus living. They were designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole.

The primary responsibility for conduct rests with the individual student. You are expected to foster and develop qualities such as self-discipline, concern for the rights of others, intellectual and social maturity, and respect for public and private property.

The policies that follow provide a general outline of conduct that is prohibited in the residential communities. They reflect local, state and federal laws as well as unique requirements of a university residential environment. They are also based on common sense and reflect the importance of community consideration. These policies are not intended to define misconduct in

exhaustive terms. Policy questions should be addressed to the Manager of Academic Support Services at SPMC. Students are expected to abide by local, state and federal laws.

By signing your housing contract, you are also agreeing to abide by the Students Rights and Responsibilities Code found in the 2006-2007 Bulletin.

### **Alcoholic Beverages**

The following policy is in effect for students and their guests while living in SPMC Housing:

1. You must be 21 years of age to consume or possess alcoholic beverages including residual amounts in containers.
2. Alcohol may not be consumed in a room where both or all of the assigned residents are under 21 years of age, regardless of the age of guests or visitors. You may not be in a room where underage consumption of alcohol is occurring.
3. Alcoholic beverages may be consumed or possessed only within individuals' rooms.
4. It is unlawful for any person under the age of 21 years to acquire, have in his/her possession or consume any alcoholic beverage. This includes "minor in possession by consumption." (This means that if you are under 21 years of age, it is unlawful to possess alcohol in any container, whether in a glass or in your body).
5. It is unlawful for anyone to have an open container of alcohol in a public place (e.g., hallways, lounges, lobbies, on the street or sidewalk).
6. The possession of empty or full kegs, pony kegs, "party balls," or other common source containers of alcohol is strictly prohibited in all university residences. Possession or use of beer bong is also prohibited.
7. Alcoholic beverages may be consumed or possessed elsewhere on campus in connection with meals or banquets where authorized under the University's Banquet Liquor Permit Policy. In University residential facilities, you will be held responsible for violating any alcohol related policies.
8. According to Washington State law, it is unlawful for a person under the age of 21 to be in a public place (including in a motor vehicle on a public road) while exhibiting the effects of having consumed liquor. "Exhibiting the effects" means that the person has the odor of liquor on his/her breath and either 1) is in possession or close proximity to a container that has or recently had liquor in it, or 2) by speech, manner, appearance, behavior, lack of coordination, or otherwise exhibits that he or she is under the influence of liquor.

## **Candles and Open Flame**

As a means of fire prevention, you are prohibited from using candles, incense or other open flame in student rooms and adjacent areas. Appliances with open coil burners are also prohibited. The use of candles or incense is permitted for birthdays or religious purposes if monitored at all times.

## **Disruptive Behavior**

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, obstruction and/or other conduct which threatens or endangers the health or safety of any person is prohibited. You are expected to cooperate with one another, with SPMC staff and other University officials. Students who do not cooperate with University officials (including Resident Directors, Assistant Resident Directors, Resident Advisors), acting in the performance of their duties, will face disciplinary action. Providing false identification or information, as well as failing to complete sanctions, is also prohibited.

## **Drugs, Possession or Use of**

1. MARIJUANA: Possession or use of marijuana in any amount by any person is prohibited by the University. Even though [Washington State law](#) allows adults age 21 and older to possess small amounts of marijuana for personal use, federal law prohibits marijuana possession and use of any kind. Because the University receives federal funds, the University must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are prohibited from possessing or smoking marijuana on campus and should consult with the [Student Health Center](#) for alternative treatment methods.
2. Your body is considered a container; therefore, using/consuming drugs or marijuana (regardless of location) and then returning to your residence hall constitutes possession of the drug or marijuana.
3. Any student who remains in the presence of someone violating this drug policy may be subject to conduct sanctions.
4. OTHER DRUGS: No person may possess, use, manufacture, cultivate, package, distribute, sell or provide a controlled or illegal drug or substance. No person may misuse prescription or nonprescription drugs; no person may possess or use drug paraphernalia. Drugs are defined as, but not limited to:
  1. Any chemical substance, compound or combination used to induce an altered state
  2. Any otherwise lawfully available product, over-the-counter or prescription drug used for any purpose other than its intended use
  3. Any hallucinogen
  4. Any intoxicant other than alcohol (alcohol is addressed separately)
  5. Any nervous system depressant
  6. Any stimulant

## **Electrical Appliances**

The use of electrical appliances with exposed heating elements and open coils are prohibited in student rooms and corridors. Electric blankets are strongly discouraged as they pose a severe fire hazard when residence hall beds are used as couches.

The use of space heaters is prohibited to protect the integrity of building electrical systems for life safety and to reduce the risk of fire. Residents may be charged for costs associated with resetting circuit breakers due to unauthorized electrical appliances. In the event of an extended breakdown of a building heating system, University owned space heaters may be distributed for a limited duration until building heat is restored. Residents in the building will be asked to reduce their use of other electrical appliances to keep from overloading the electrical service. To report heating problems please contact SPMC Personnel.

## **Fireworks and Explosives**

Firecrackers and other explosives pose a danger to people as well as to property and are prohibited on or around SPMC property. Possession of, igniting and/or throwing a fireworks or explosive in, or around SPMC housing is prohibited. If you are involved in this behavior, you can expect disciplinary action, possibly resulting in eviction, and/or civil proceedings.

## **Fire Safety**

In the event of a fire, it is important to follow these procedures:

### **What to do:**

If you discover or suspect a fire, pull a fire alarm and leave the building by the nearest exit. While exiting, make an attempt to warn your neighbors by banging on doors that you pass. When you reach the evacuation location, contact a staff member and give him/her as much information as possible.

Please refer to the SPMC Emergency Plan for specific details.

## **Fire Safety Equipment**

Any person who willfully tampers with or breaks any fire alarm apparatus or any fire fighting equipment or gives, transmits or sounds any false alarm of fire is guilty of a misdemeanor. Any such violation will result in conduct proceedings and could carry a maximum fine of \$500 and six months in jail. Extinguishers and alarms are for your use, should the need arise. The cost of refilling a misused extinguisher, as well as any damages resulting from an extinguisher being discharged unnecessarily, will be charged to whoever was responsible.



## **Pets**

Pets are prohibited, but fish in tanks under 10 gallons are allowed. Service dogs and assistance animals are not considered pets; however, they do require you contact [Disability Resources for Students](#) for approval/documentation (if needed).

## **Quiet Hours**

The realities of community living require that individuals respect community needs for the moderation of noise (regardless of quiet hours). Excessive noise (loud stereos, amplified instruments, parties, etc.) is an infringement on the rights of other students and is unacceptable at Western. Students with audio systems are encouraged to use headphones. A "quiet" atmosphere conducive to sleep and studying must be maintained in all residence halls between the hours of:

11:00 p.m. and 7:00 a.m., Sunday through Friday

1:00 a.m. to 9:00 a.m. Saturday and Sunday (Friday and Saturday nights).

\*All other hours are called "courtesy hours." During these times it is expected that students will be considerate of the quiet related needs of others. While it is the responsibility of all to control noise, it is also the responsibility of those victimized by noise to contact the offending party and request the problem be eliminated. If this approach does not succeed, contact a SPMC staff member.

## **Sexual Misconduct**

SPMC is committed to providing a living environment in which you can live, work, and study free from sexual harassment, sexual intimidation, sexual exploitation and sexual assault. SPMC staff will take action to prevent and to eliminate inappropriate behaviors of this nature. Individuals who engage in this behavior will be subject to disciplinary action in accordance with University Residences' and University policies and may be subject to criminal and/or civil prosecution, including removal from SPMC Housing.

### **Definition of Sexual Misconduct**

Unacceptable sexual conduct is not limited to the extreme of sexual violence. Rather, there is a range of sexual misconduct that is unacceptable in SPMC Housing. This includes but is not limited to sexual harassment, sexual intimidation, sexual coercion, sexual assault, and acquaintance or stranger rape.

### **Sexual Harassment**

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the effect of interfering with an individual's living/working environment and creating an intimidating, hostile, or offensive living or academic environment.
2. Types of sexual harassment

- A. Gender harassment: Persistent, unwelcome remarks based on gender; sexual stereotyping.
- B. Serious or persistent unwanted sexual attention: Physical contact; sexually suggestive comments.
- C. Physical posturing: Threatening a person's free movement in any way.
- D. Display of sexually explicit visual material: Posters or pictures displayed in public use areas in the residence halls (e.g., outer door, windows facing out, hallways, etc.).

### **Intimidation or Coercion**

Sexual activity obtained by anyone who psychologically pressures or threatens, takes advantage of their authority role (a staff member) or abuses their role of trust.

### **Sexual Assault and Battery**

Attempted or actual nonconsensual sexual activity: unwanted sexual touching, attempting to disrobe a person without her/his willing consent.

### **Rape**

Unlawful sexual intercourse, including intercourse between people who are acquainted with each other, against the will of one participant. The Washington Criminal Code includes prohibitions against:

1. force or threats of force, including stranger rape and gang rape;
2. preventing a person from resisting by administering any intoxicant;
3. sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g., sexual intercourse with a person who is sleeping, passed out, or blacked out from alcohol or other drugs);
4. sexual intercourse with a person who is incapable of giving legal consent.

### **SPMC Staff Role**

Follow up to a disclosure of sexual misconduct is based on a number of variables including the nature of the incident, potential for harm to the individual/campus community, and the desire expressed by the individual making the disclosure. SPMC will refer all cases to the University's Equal Opportunity Office or Security Department as appropriate.

## **Smoking**

### **All Buildings:**

Smoking is prohibited in all residence hall and university apartment rooms. This includes but is not limited to all balconies and all public spaces such as lounges, stairwells, hallways, and

laundry rooms. Smoking is prohibited at any outside area that may affect the air supply of residential buildings. Residents and guests who are smoking are expected to be responsive to requests to move to another location. Residents and guests who smoke must dispose of smoking refuse properly.

### **Trespass**

You may be charged with criminal trespass if you knowingly enter or remain unlawfully in or upon the premises of another, if instructed to leave by a student, any residential staff member, or Police.

### **Vandalism**

Students who vandalize property on University premises will face disciplinary action and will be charged the full cost of a repair and/or replacement.

### **Waterbeds**

Because of their extreme weight, waterbeds are prohibited in SPMC housing.

### **Weapons**

Conduct that endangers the safety of the residential community is prohibited. For this reason, no resident shall have in his/her possession any firearm (including BB guns, pellet guns, and paintball guns), explosives, dangerous chemicals, sling shot, sand club, metal knuckles, spring blade knife, or other dangerous weapon in or around University residential facilities. It is also unlawful and against policy to exhibit or display any weapon capable of producing bodily harm in a manner which intimidates another person or warrants alarm for safety of another person. "Look alike" weapons (e.g., toy guns that look like real weapons) are also prohibited in the residential communities and "assassin" games are prohibited. Persons found storing or carrying weapons in residence halls will be removed from SPMC Housing.