



2022-2023 Housing Resident Handbook



MOREHEAD STATE UNIVERSITY STUDENT HOUSING

Without question, one of the most exciting aspects of a collegiate experience is living and learning among your peers in one of our residential communities. It is a chance to grow, learn, and thrive in a safe, supportive, inclusive community that places your success and development as one of its primary goals.

Living in our halls allows you the opportunity to create lasting out of class experiences and compliments our academic mission by interconnecting fellow students, staff, and faculty in an environment where you are encouraged to be your best, do your best, and live your best and are supported to make that a reality. At MSU, we value this connection so much that most full-time students who are less than 21 years of age or have not lived on campus for four academic semesters are required to be in residence on our campus.

For many of our students, this will be the first time living away from home. That can create significant anxiety about how this experience will be. Adjusting to community living in a new place and with new people means balancing the me and the we to form standards, expectations, and behavior that will allow you to decide new norms for sharing, fairness, and how to best respect each other's ideas, opinions, and lifestyles. MSU Housing has multiple layers of staff to assist with this adjustment, from fellow undergrad students (Resident Advisors) to full-time professionals on-call 24/7 to assist in emergency situations.

The best way to be a part of our residential communities is to truly be a part of them. Get involved! Be active! Take the time to make the effort to get to know those on your floor, in your building, and in your communities. The most successful students are those who allow themselves to be immersed in the experiences and opportunities that residential living on the campus at MSU provides for them.

Within this handbook are various pieces of information, tips, regulations, and responsibilities you have as a member of this community as well as the policies which will help govern the campus and the halls. I encourage you to read it and become acquainted with the expectations and values that are inherent in being a member of our MSU residential community. I wish you continued academic and personal success throughout the year, and please let us know how we can help you succeed.

Best wishes and Go Eagles!



Dr. Alan M. Rucker
Director, Office of Student Housing

Housing A to Z

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Abandoned Property

Personal belongings that are left in a residence hall after the student has vacated will be declared abandoned and will be inventoried, packed, and stored for 30 days. An attempt will be made to contact the student via their MSU provided email. Students wishing to claim their abandoned property must be prepared to pay the cost of packing the items and a daily storage fee prior to receiving the belongings. The University does not assume responsibility for loss of or damage to abandoned items. If property remains unclaimed past 30 days, items will be disposed of.

Alcoholic Beverages and Advertising

The MSU Student Conduct Code prohibits the possession or consumption of alcoholic beverages on University-owned or University-controlled property, including the residence halls and on-campus apartments. In addition, the possession of alcohol-related paraphernalia (i.e., kegs, beer bong, empty containers, etc.) is also prohibited.

The public display of signs that advertise or promote the use of alcoholic beverages or illegal substances is prohibited. Signage displayed in rooms that cannot be seen from the outside is permitted. Placement of anything on windows, doors, balconies, or outside the room is prohibited without prior written approval from the Office of Student Housing.

Animals

Service animals and other animals allowed in University buildings or on University property shall be appropriately attended to and restrained and controlled by the animal's owner or handler at all times. "Attended to and restrained" means in the immediate vicinity of an owner or handler, and either on a harness, leash, or other tether, or in a cage or carrier. In the case of a Service Animal, if such restraints would interfere with the animal's safe and effective performance of work or tasks, the service animal shall be otherwise under the

owner/handler's control (e.g., voice control, signals, or other effective means). An animal left fastened to a stationary object is not considered to be appropriately attended. The owner or handler shall clean up all animal waste and may be asked to remove an animal from University property if it is disruptive (e.g., barking, wandering, displaying aggressive behavior), not housebroken, ill, unhygienic, or unsanitary.

See section on [EMOTIONAL SUPPORT ANIMALS](#)

See section on [PETS](#)

See section on [SERVICE ANIMALS](#)

Antennas/Satellite Dish

The use of any type of apparatus that is attached to a residence hall building, whether outside a window or in a hallway for the purpose of getting a better radio or television signal, is prohibited. This includes, but is not limited to, satellite dishes, television antennas, stereo antennas, and any technology to enhance the speed of internet connection or streaming service.

Area Coordinator (AC)

Area Coordinators are full-time, live-in, professionals who ensure the effective and smooth running of the residence halls. Area Coordinators supervise residence hall student staff, manage residence hall programming and activities, assist in resident conflict resolution, and are available during regular business hours to respond to resident questions. Contact information for Area Coordinators is available on the Office of Student Housing website.

Assistant Director, Student Housing

The Assistant Director is a full-time professional who supervises different areas of the Office of Student Housing's operations, including room assignments, supervision of residence hall staff, supervision of professional staff, management of resident student conduct, student activities, etc.

Associate Director, Student Housing

The Associate Director is a full-time professional who supervises different areas of the Office of Student Housing's operations, including room assignments, supervision of residence hall staff, supervision of professional staff, management of resident student conduct, student activities, etc.

Barbeque Equipment

Grills are not permitted inside any buildings, on patios, or in parking lots. Barbeque equipment, such as charcoal and lighter fluid, cannot be stored in residence hall rooms. If interested in barbequing, go through University Catering for assistance.

Battery-Powered and Motorized Vehicles

Battery-powered motorized vehicles, such as self-balancing electric unicycles and two-wheel scooters, hover boards, and skateboards, cannot be used, stored, or charged in the residence halls. For use on campus, contact the University Police Department (UPD) for more information. Motorized vehicles, such as motorcycles, motorized bicycles, mopeds, hoverboards, and scooters, are not permitted inside any building and must be parked in designated locations.

Beds

All residence halls and on-campus apartment rooms include beds for resident use. Apart from Andrews Hall, all residence halls and on-campus apartment beds fit twin-XL sheets. Andrews Hall beds fit full-size sheets.

The furniture is designed to permit bunking in many residence halls and on-campus apartment rooms. Students may only bunk their beds using provided materials from the Office of Student Housing for such function. Students are prohibited from raising a residence hall bed frame with any materials that cannot support or stabilize the bed and associated furniture, including homemade lofts. Students are not permitted to deconstruct beds or other

furniture in their assigned residence hall or apartment assignment if bed is unassigned.

Beds in Andrews Hall, Eagle Lake Apartments, Fields Hall, Mays Hall Apartments, Mignon Hall, Normal Hall Apartments, and West Mignon Hall may not be bunked and/or lofted.

Bicycles

Bicycles must be stored in the bike racks outside residence halls or campus buildings with proper bike locks. Bicycles are prohibited inside residence halls and may not be stored in their rooms except during University breaks.

Cable Television

Each residential space has a coaxial cable hookup installed for the campus cable system. Residents also have access to Philo Edu streaming and DVR service, allowing students cloud-based DVR capability and streaming options on the MSU network.

Candles and Incense

Due to fire hazards, students may not possess or burn candles, incense, etc., except in connection with a hall program, which requires prior approval from the residence hall's Area Coordinator. Candles for decorative purposes are prohibited. Candle warmers with open burners are prohibited in the residence halls and apartments. Warmers with enclosed burners are permitted.

Check-In Procedures

For most residence halls and on-campus apartments, when students move into a room, they will be issued a room key and mailbox key or combination, and will be asked to complete online forms, such as a Roommate Agreement and Room Condition Report (RCR). These forms are essential so that residence hall staff can have appropriate and complete documentation of the student's occupancy. Failure to check-in and/or complete all required forms may result in additional charges and/or assignment confusion. Since residents of Andrews Hall will use their EagleCard to access their room, they

will not be issued a key, but are still required to complete all check-in online forms. Residents of Nunn Hall will use combinations for their mailboxes and will not receive a mailbox key.

Check-Out Procedures

At the end of a student's stay in the residence halls, a student will need to check-out by following the instructions communicated via their email, in their hall, and the Office of Student Housing website. Residents are expected to leave their space in the same condition as when the student moved-in, including removing all personal items, trash, and having swept and mopped the floor. Failure to leave the room in a satisfactory condition or follow communicated check-out expectations may result in charges for an improper check-out and/or cleaning/damage charges being levied to the student account. Failure to notify the Office of Student Housing of checking out may result in an improper check-out or other billing on the student account.

Community Spaces

In each residence hall, there are numerous shared spaces available for residents of the building. Residents will have access to laundry facilities, lounges, communal restrooms and, in most halls, kitchens. Each of these spaces should be used with care and shared amongst all residents interested.

Laundry facilities are provided free of charge for the residents in each hall. Residents are asked to be courteous to others and to not leave laundry sitting for too long after the cycles or remove the laundry of other students from the laundry machines. To maximize the user experiences, students can access the Laundry View service to view machine availability, set alerts for cycle completion notification, or place a service request. Information about Laundry View can be found in any residence hall laundry room or by visiting www.laundryview.com.

Kitchens are provided in most of the residence halls. MSU is not responsible for any personal property left unattended in a common kitchen area or any spoilage of foods due to mechanical failure or electrical outages. MSU staff may remove and/or discard any spoiled food, is past its designated expiration date, or is creating an unsanitary environment. Please be sure to clean up after yourselves, follow directions, and take all necessary precautions to cook safely.

Lounges are available in most halls. These spaces can be used to study or relax. Please be courteous to others in these spaces and do not be excessively loud or leave trash. Personal belongings should not be left in these common areas and will be considered abandoned property after 48 hours.

In halls with **communal restrooms**, these restrooms should only be used by individuals of the restroom's designated sex. It is the Office of Student Housing's policy for only one person to occupy a shower stall at a time. Do not leave personal trash in these spaces.

Closed Periods

Unit rooms will be closed, and rooms may not be occupied during Closed Periods (Thanksgiving Break, Winter Break, Spring Break), except in the designated break housing accommodations. Break Housing buildings are Alumni Tower, Eagle Lake Apartments, Mays Hall Apartments, and Normal Hall Apartments. Residents of these designated areas may remain in their assigned space and have continued access during a Closed Period.

Consolidation

It is the University's right to make assignment of space, authorize or deny a room or roommate change, consolidate vacancies, and require a student to change rooms or halls to achieve a more effective or efficient residence hall program. If a vacancy occurs in a room, the

student remaining will have several options, including purchasing the remaining vacancy at a rate specified by the Office of Student Housing (Apartments have a different buy out rate than other halls from what I was told when assisting with consolidation), finding a new roommate themselves, or choosing for housing to assign the vacancy to another student at any time.

Custodial Staff

We have a great custodial staff that works in each community. They keep the public areas clean for your convenience. This means that it is imperative to take care of these staff members. Do not leave personal trash in the lounges, kitchens, restrooms, or laundry areas. There are trash rooms on most floors in the residence halls. The apartments have dumpsters near the buildings for your convenience.

Custodial staff does not clean personal spaces. If you have a bathroom or kitchen in your apartment or suite, it is your responsibility to attend to and clean.

Decorations

We encourage our residents to make their rooms their own. However, room decorations must be non-destructive to walls and furniture. Decorations that hinder exit in cases of emergency are prohibited. Room painting and paintings on windows are not permitted. Residents who damage walls, including adhesive and nail hole damage, will be assessed the cost to repair and repaint their rooms. Rugs and removeable carpeting are permitted in rooms.

Director, Student Housing

The Director of Student Housing is a full-time professional that provides overall management and direction for the MSU Office of Student Housing. The Director's office is in the Office of Student Housing, located on the ground floor of Alumni Tower.

Drugs and Drug Paraphernalia

In accordance with the MSU Student Conduct Code, the possession or use of drugs or drug paraphernalia in any University facility is prohibited. Examples of Drug Paraphernalia are as follows; grinders, pipes, syringes, bong, etc.

Eagle Cards (Campus ID Cards)

The Eagle Card ID is your official MSU photo identification card. Your 7-digit MSU ID number is printed inside a shaded box on the front of the card. You will need your Eagle Card when visiting the University's Camden-Carroll Library, cashier's window, Student Health Services, the Recreation and Wellness Center, the University Store, Laughlin Health Building, and any University-sponsored function such as athletic events, concerts, and theatre productions.

All students access their assigned residence hall using their Eagle Card. This function is programmed and managed by the MSU Office of Student Housing. If a student damages or loses their EagleCard, they may obtain a replacement Eagle Card at the Eagle Card Office. After receiving a new card, all residence hall students should bring their card to the Office of Student Housing to have their residence hall access updated for their new card.

Be sure to always carry your Eagle Card wherever you go on campus. Never loan your Eagle Card to anyone else. It is non-transferable, and only you may use your card. If you knowingly let someone else use it, the card can be confiscated, and both individuals are subject to disciplinary action.

Electrical Appliances

Because more than one residence hall room or apartment share the same circuit, there is a possibility of an electrical overload. Students are expected to be considerate and mindful of the number and frequency of appliances they use. Students are also expected to be mindful of the number of extension cords used in a room. Students may only use extension cords in

accordance with the National Electric Code (NEC). Cords must have UL label and appropriately sized and used; minimum conductor size of 16 AWG; must always be protected and may not be run under rugs/mattresses/through doors/through windows.

Residence Hall Rooms - Small hand appliances, such as coffee pots with an enclosed heating element, blenders, mixers, and personal care appliances, are permitted in rooms. These appliances must have enclosed heating elements and the Underwriter's Laboratory approval. The use of cooking appliances - such as toasters, toaster ovens, electric skillet, and grills (like the George Foreman Grill) - are prohibited. Air fryers and crock pots that do not have an open heating element may be stored and used in residence hall rooms. No appliances with an open or exposed heating element are permitted to store or use in halls. Sun lamps, space heaters, and personal air conditioners are also prohibited. During health and safety inspections or occupancy checks, Office of Student Housing staff may require the removal of prohibited appliances or materials.

Apartments (Mays Hall, Normal Hall, and Eagle Lake Apartments) - Small hand appliances, such as coffee pots with an enclosed heating element, blenders, mixers, and personal care appliances, are permitted in rooms. These appliances must have enclosed heating elements and the Underwriter's Laboratory approval. The possession and use of cooking appliances are permitted in apartments but may only be stored and used in the apartment's designated kitchen area. Students must always be in the room when using a cooking appliance, and appliances must be turned OFF before leaving the room to prevent fires. Sun lamps, space heaters, and personal air conditioners are also prohibited in on-campus apartments. During health and

safety inspections, the Office of Student Housing staff will require the removal of prohibited appliances or materials.

Elevators

Elevators are a great help - in fact, a necessity for those who live on the upper floors of a high-rise building. Individuals should never overload or tamper with an elevator while it is operating. Students who suspect an elevator is defective should not attempt to use or repair it. Students should immediately report all concerns related to elevators to the hall staff, such as Resident Advisors or the Area Coordinator. During University business hours, if no hall staff are present or available, students should immediately contact the Office of Student Housing or Facilities.

Emotional Support Animals

Emotional support animals will need to be pre-approved by both the Disability Services Coordinator and the Office of Student Housing before the animal arrives on campus. Students will need to contact the Office of Disability Services for qualifications and verification before arrival and will be required to meet with the Office of Student Housing operations staff to ensure program parameters and restrictions are understood.

Fire Safety Equipment

Fire prevention and safety are critically important to all residents. All residential facilities are equipped with automatic fire suppression systems that will activate in the event of a fire. Additionally, all residential facilities are equipped with smoke detector systems. Because of the serious nature of fire, the following regulations are necessary: A person who pulls a fire alarm or falsely reports an emergency to police or the fire department will be punished under the Kentucky Revised Statute 512.040. If convicted of this Class B misdemeanor, it means up to a \$500 fine and/or 90 days in jail.

Attaching any item, hanging any item, or otherwise obstructing a sprinkler device in a residence hall room or apartment is prohibited. Doing so can activate the sprinkler system, resulting in water damage.

Students found tampering with smoke detectors, including covering, disabling, or removing a smoke detector, or falsely discharging fire extinguishers are subject to disciplinary action and criminal charges.

Furniture and Equipment

All halls are furnished with the necessities. Additional furniture may be used to decorate the rooms. However, disassembly or removal of University furniture is not permitted. Waterbeds or water chairs are also not permitted because of their excessive weight and potential for damage to University and personal property. Due to fire hazards, no loft construction or overstuffed furnishings are permitted.

See section on [BEDS](#)

Gambling

Illegal or unlicensed gambling in any form is not allowed in the residence halls.

Guests and Visitation

A guest is anyone that is not a contracted resident of the residence hall room or on-campus apartment. Students are welcome to have friends and relatives visit if they follow hall policies and abide by all University regulations. The resident is responsible for the conduct of guests during their visit (including policy violations, vandalism, or accidents).

Overnight guests are restricted to no more than three consecutive nights and no more than six nights within a calendar month. Overnight guests under the age of 18 should be communicated to the hall's Area Coordinator in advance. Failure to do so may result in the removal of the guest. No one under the age of 13 may visit within the residence hall unless accompanied by a parent/guardian. No one

under the age of 13 may be an overnight guest in a residence hall.

Visitation is restricted to specific times. Visitation hours for nights preceding a class day, traditionally Sunday through Thursday, end at 2 a.m. and guests may not stay overnight on these days. Nights not preceding a class day have 24-hour visitation times.

In addition to the benefits of visitation, there are also responsibilities based on consideration for other residents. Before inviting guests, a student should get consent from their roommate(s). A roommate's right to privacy, sleep, and study takes precedence over a student's desire to entertain guests. As part of their Roommate Agreements, students will have the opportunity to outline visitation preferences and guidelines for their room. The number of visitors a student has in the room at one time should depend on the size of the room, the activity, and the time of day. The hall staff may ask students to limit the number of guests they have at one time.

Each visitor must be the guest of a person in the residence hall and must be escorted at all times while in the residential facility. A member of the hall staff may ask a guest to leave if in violation of any regulation, and the visitor may be denied or given restricted privileges through established University discipline procedures. The MSU Office of Student Housing has the right to alter the visitation schedule of a hall or individual in cases of widespread misconduct. Upon consultation with the Assistant Vice President/Dean of Students, the Area Coordinator may suspend visitation in the hall until regulation compliance is assured.

Harassment

Harassment is prohibited in all residence halls. Harassment is any threatening or intimidating behavior, which places a person in reasonable fear of harm to person or property; or creates a hostile environment by substantially interfering with or impairing the person's educational

performance, opportunities, or benefits. Any conduct or pattern of behavior directed at an individual or a group in an unwelcome manner and, under the totality of the circumstances, is so severe or pervasive that it undermines or detracts from the person's educational or work opportunities or participation in University activities, effectively denying equal access to University resources and opportunities.

Hazardous Materials

Items considered to be hazardous materials are prohibited from all residence halls, including student rooms. Hazardous materials include propane tanks, gas cans, or any other fuel element. Other items considered hazardous by the manufacturer or University, such as industrial chemicals, noxious or poisonous gasses, organic or biological solvents or chemicals, or explosives, are not permitted. The Office of Student Housing adheres to the MSU Student Conduct Code policy on weapons and fireworks. A violation of this policy is subject to immediate removal from the residence halls.

Health and Safety Checks

From time to time, housing reserves the right to check rooms and apartments for living conditions and life safety equipment functionality. Every effort will be made to announce these entries in a timely fashion. Each Resident Advisor will provide information about the process for the residents' convenience (an email will be sent out by the Office of Student Housing).

Heating/Cooling Units

Residence halls and on-campus apartments are connected to a centralized heating and cooling system that allows residents to control airflow into their residence hall room. In coordination with the Office of Facilities Management, the airflow temperature will be adjusted from cooling to heating, and vice versa, based on the average outdoor temperature over a period of time.

Rooms in Andrews Hall and Eagle Lake Apartments have individual room temperature controls. Residents in these halls are cautioned that setting the room temperature below 65 degrees may cause their room's unit to overheat and require maintenance attention. Students are prohibited from possessing or using personal automatic heating or cooling units in the residence halls, including window air conditioner units, portable air conditioners, and space heaters.

Housing Contract

Upon applying to live on campus or re-contracting, students will digitally sign an occupancy contract with the MSU Office of Student Housing. This contract outlines the terms and conditions that students agree to by choosing to live in University housing, including fees associated with full occupancy and terminating the contract prior to its conclusion. Students can access a copy of their housing contract via their Housing Self-Service Portal.

Housing Contract Break Appeal

Students that cancel their signed housing contract or who choose not to honor their housing contract will be charged a contract break fee as outlined in their housing contract. Students can appeal the charge of the published break fees by sending a narrative for review of their circumstances to the Office of Student Housing at housing@moreheadstate.edu from their MSU email after the charge is posted. The Director of Student Housing will review the circumstances (student narrative) and any other relevant supporting information. The Director of Student Housing will have the option to approve the appeal and remove the break fee charges. If the Director of Student Housing does not approve the appeal, the Office of Student Housing will forward the circumstances (student narrative) and other relevant information to the Dean of Students or the Vice President for Student Affairs for a final decision. The Office of Student Housing will maintain a record of the final

decision and communicate the decision to the student via their official MSU email address.

Housing Staff

The Office of Student Housing employs both students and full-time professionals to provide support and create a positive residential experience for students.

See section on [RESIDENT ADVISORS \(RA\)](#)

See section on [AREA COORDINATOR \(AC\)](#)

See section on [ASSISTANT DIRECTOR, STUDENT HOUSING](#)

See section on [ASSOCIATE DIRECTOR, STUDENT HOUSING](#)

See section on [DIRECTOR, STUDENT HOUSING](#)

Independent Businesses

Commercial solicitation is not allowed in the residence halls in order to maintain a good atmosphere for study, personal privacy and security. Students may not operate a business or commercial enterprise of any sort from a residence hall room or common area, including through the telephone, mail, internet or other telecommunications means. At no time should babysitting, cosmetology or any other business take place in the residence halls.

Keys (Room and Mailbox)

Upon checking in to their residence hall, students will be issued a room key (except Andrews Hall) and a mailbox key (except Andrews Hall and Nunn Hall). These keys are for the resident's use only and may not be transferred to or borrowed by another person for any reason. Any keys issued to a student must be returned when the student checks out of their residence hall. Failure to return any issued keys may result in the student's account being charged for replacing any door locks and keys. If a student's key is lost or stolen, the room's security will be in question. A student who loses a key should notify the hall staff as soon as possible to plan for a lock change to protect personal possessions. Please note that a \$150 charge will be added to a student's

account to replace locks and keys to the resident's room.

Living-Learning Communities (LLC)

Morehead State University housing offers four different living-learning communities: the DREAMS community, the TALONS community, Student Support Services, and the George M. Luckey Academic Honors community. More information about all these communities, where they are located and how to apply to them can be found on the Office of Student Housing website.

Lock Out

Students should always lock the room when they leave. If a student locks their key inside a room, a short-term key loan can be obtained from the hall office to allow access. The loan key is for personal use and is not permitted to be transferred to another person. The following charges will be added to a student's account for each lock-out occurrence:

1st occurrence - No Charge

2nd occurrence - \$10

3rd occurrence - \$20

4th or more occurrence - \$40

Mail

Flat envelopes and unregistered mail are delivered to your residence hall. You can stop by the staff office areas of your hall to check mailboxes. If a hall does not have mailboxes, you will be notified of mail pick-up options. Larger packages and deliveries through delivery service providers (UPS, FedEx, DHL, etc.) will be delivered to the University Mail Center located on the first floor of the Adron Doran University Center (ADUC), and residents will be notified via their MSU email upon receipt of the package.

Mailing Address

To help ensure your mail is sent to the right location on time, use the address format below:

First and Last Name

Room# Hall Name

Morehead State University

Morehead, KY 40351

Maintenance Issues/Concerns

The MSU Office of Student Housing works closely with the Office of Facilities Management to provide safe and sanitary conditions in the residence halls. If a resident has a facilities or maintenance concern in their residence hall room, they may report the concern via the SchoolDude reporting system, and Office of Facilities Management staff will respond appropriately in a timely manner.

Microwave Ovens

Microwave ovens (700 watts maximum) are permitted. Students may have one per room.

Mobility Devices

Mobility devices may not be used inside any campus building unless operated as an approved mobility device by an individual with a disability. For complete mobility device policies and regulations, please visit the Dean of Students website.

National Residence Hall Honorary (NRHH)

The purpose of the Morehead State Chapter of the National Residence Hall Honorary (NRHH) shall be to provide recognition and service opportunities for students who have made outstanding contributions or provided exceptional leadership in promoting the positive advancement of the residence hall community. NRHH shall encourage and provide personal development, leadership growth training, and opportunities for all residents.

Pets

Pets are any animal not certified as a service animal or approved by MSU staff as an emotional support animal. Since pets can cause unpleasant situations in a congested living area, students are not allowed to keep them—except for fish—in the residence halls. Fish must be contained in aquariums with a capacity of 10 gallons or less. This regulation is necessary to prevent safety and sanitation hazards. This policy does not apply to service animals or approved support animals.

Pools and Hot Tubs

Hot tubs, swimming pools, or other objects/containers that hold large amounts of water are strictly prohibited in the halls. Pools/hot tubs are not permitted in other areas near the residence halls.

Postings (Organizational or Departmental)

Student organizations wishing to canvass, solicit or distribute literature in residence halls must submit a written request at least 72 hours in advance to the Director of Housing. If students or groups want to pass out questionnaires or do other research projects involving students or staff, they must follow protocols from Institutional Research in both request and scope. Whenever a student has announcements or publicity items to distribute to students in the halls, they must submit them to Office of Student Housing for posting or hall desk countertop distribution.

Prohibited Items

The following items are prohibited within University housing facilities:

- Antennas/Satellite Dishes
- Battery-powered motorized vehicles, such as self-balancing electric unicycles, two-wheel scooters and hoverboards
- Bicycles
- Candles, incense or oil lamps
- Cooking or food preparation appliances with exposed heating elements
- Decorative swords/knives and large knives with blades exceeding four inches
- Duct tape (for hanging items on walls)
- Exercise equipment more than 10 pounds, including personal weights and dumbbells
- Explosives
- Fireworks
- Flammable materials, including charcoal and lighter fluid
- Grills
- Halogen lamps
- Hot tubs, pools or other objects/containers that hold large amounts of water
- Industrial chemicals

- Noxious or poisonous gases
- Organic or biological solvents or chemicals
- Personal air conditioners
- Portable washers/dryers
- Projectile weapons or ammunition
(handguns, rifles, pellet guns, bullets, etc.)
- Propane tanks, gas cans or any other fuel element
- Space heaters
- Sun lamps
- Waterbeds or water chairs
- Weapons (as defined by the MSU Student Conduct Code)
- Wireless routers

Quiet and Courtesy Hours

In keeping with the academic mission of the University and to maintain an environment that is conducive to learning, quiet hours are in effect 24 hours a day. At no time should the volume of a stereo or other electronic sound amplification device disturb classroom instruction or the sleep or study of others in the residence halls. Moreover, sustained boisterous behavior in and around classroom buildings and residence halls, either by individuals or groups, is prohibited. Failure to observe such standards may result in facility access restrictions and/or denial of University housing privileges. Exceptions to these standards may be granted with prior approval by the Assistant Vice President/Dean of Students for programs and activities sponsored or coordinated by MSU.

Refrigerators

In residence hall rooms and suites, student-owned refrigerators with a size capacity of 4.5 cubic feet or smaller are permitted. Rooms may have one refrigerator unit per two bed spaces (ex. A suite with four bed spaces can have up to two refrigerators). Student-owned refrigerators are prohibited in apartments and residence hall rooms that are already equipped with a full-size refrigerator.

Residence Hall Association (RHA)

The Residence Hall Association (RHA) mission is to serve as a liaison between the MSU Office of

Student Housing and the students residing in MSU-affiliated housing. RHA seeks to inspire growth, leadership, and involvement of MSU students by developing and utilizing advocacy, programming, and campus pride and spirit. In addition to sponsoring activities and events on campus, RHA represents MSU and the Office of Student at state, regional, and national conferences and events. RHA is made up of an executive board that includes a president, vice president, coordinator of finance and records, coordinator of public relations, coordinator of activities and a national communications coordinator. In addition, each residence hall has one or more selected representatives that make up the voting body within RHA. Representative positions are selected at the beginning of each fall semester.

Residency Policy

All full-time students enrolled in classes that meet on the Morehead campus who are not 21 years old or have not lived on campus for four academic semesters (Fall and Spring) are required to live in campus housing. Students may apply for an exemption to this policy, no more than once per semester, provided they meet certain established criteria. If approved, a student will be allowed to commute and not be responsible for housing/dining fees. More information about MSU On-Campus Residency Policy can be found on the Office of Student Housing website.

Resident Advisors (RA)

Although assigned to a specific floor, the Resident Advisor is responsible for the well-being of all residents within their residence hall community. The primary role of the RA is to build a welcoming and inclusive community within the residence halls, while assisting residents in achieving their goals both personally and academically. The RA serves as a facilitator encouraging cooperation and consideration within group-living environments and is expected to help build a community atmosphere by initiating and helping to organize floor and/or hall programs and

activities. The RA serves as an informational resource concerning the Morehead State University campus, policies, organizations, and the residence halls. Most importantly, the Resident Advisor is expected to be available within their assigned residence hall, especially on their specific floor. The Resident Advisor is expected to act as a positive role model within the Morehead State community.

Right of Entry

The University stands firmly behind a student's right to privacy in their place of residence against unwarranted and/or unreasonable invasions. Residents shall have a reasonable right of privacy in their rooms and belongings. However, by signing the housing contract, residents acknowledge, understand, and accept that the room/apartment may be entered by University officials or staff in cases of emergency, for maintenance, pest control, safety/health inspection, and/or when resident behavior appears to violate University regulations or policies or there is reasonable suspicion to believe that to be the case.

In order to provide better health standards in the residence halls, the University takes periodic pest control measures. The resident will be notified when regular spraying, fogging, or other treatment will occur, and the University reserves the right to exercise its Right of Entry in such cases. Maintenance requests made by or requested by the resident or their roommate for work or repairs in their room grant University personnel the Right of Entry into the resident's room without notification to the Resident.

Room Changes

Students who find themselves unhappy with their current assignment or roommates are encouraged to talk to their Area Coordinator to explore options to remedy whatever the issues may be. Changing rooms or halls is the last option and can present significant disruption to the community and will be utilized as a last resort after exploring other options.

The Office of Student Housing shall communicate dates and procedures for students to request room changes during the semester and between semesters. Students should check their MSU email and Office of Student Housing social media for announcements and details for room change requests.

Students who conduct illegal room changes (either moving into a space they were not authorized to move into or moving someone into a space they were not authorized to assign) will result in disciplinary actions and potential monetary fines.

Room Condition Report (RCR)

The Room Condition Report (RCR) allows a student to note any damages or items in need of repair for replacement. An RCR should be completed upon check-in to a residence hall room or on-campus apartment, and students are advised that proper notation ensures that students are not charged for pre-existing issues upon check-out. Students will have the opportunity to also complete a check-out RCR to make any additional notations regarding room conditions. For questions about room conditions or the RCR, students should consult their Resident Advisor.

Room Damages

Students are responsible for any damages that occur to their assigned residence hall and provided furniture during the occupancy period in which the student is assigned a room, including any additional cleaning that may be required after move-out. If no individual student takes responsibility for any damages, any associated damage charges will be divided among all the room's assigned occupants. Any damages will be noted on the resident's Room Condition Report. Damage and/or cleaning charges will be added to a student's MSU account, and students are eligible to appeal any damage charges.

Room Damage Appeal

Students wishing to appeal any billed damage charges must do so in writing via email from their MSU email account by the date stated on their Housing Billing Report. The appeal will be reviewed by the Damage Appeal Committee, consisting of representatives from MSU faculty, MSU staff, MSU students, and Facilities Management, who will make a final decision on the matter. The Damage Appeal Committee will review the request and any subsequent submitted documentation from the student and either uphold, reduce, or remove billed charges. Results of appeals will be communicated to students via their official MSU email address.

Room Selection

Prior to each fall semester, instead of being assigned a residence hall room by the MSU Office of Student Housing, students are able to select a space in a residence hall room from any available spaces in which they are eligible to reside. Specific dates for the room selection process will be communicated to students' MSU email accounts. If there are no spaces available in a student's preferred residence hall during the room selection process, a student may add themselves to the waitlist for their preferred residence hall after having selected another space on campus.

Roommate Agreements

Soon after move-in, all the residents in a residence hall room or on-campus apartment will be required to complete a roommate agreement. The roommate agreement is a document that helps all students in a room to discuss their living preferences, including sleep schedules, sharing of personal property, guest visitation, and more. Residents are strongly encouraged to take the time talk through all the areas of the roommate agreement in depth and come to a consensus regarding all the residents' living preferences.

When a conflict arises among roommates, the Office of Student Housing staff will use the

roommate agreement to assist the residents in resolving the conflict. If necessary, the roommate agreement may be edited or amended at any time to reflect all residents' needs and interests.

Service Animals

Service animals trained to perform tasks for people with disabilities are permitted in the residence halls. Students are encouraged to advise the Disability Services Coordinator and the Office of Student Housing of their presence. Students seeking to house a service animal in training should contact the Office of Student Housing for program parameters and guidance.

Smoking Policy

In accordance with the MSU Student Conduct Code, the use of tobacco products in any University facility is prohibited and is only permitted in designated campus smoking areas, such as the designated area along the parking lot on the south side of Alumni Tower.

Solicitation (Community)

Residence hall student publications may be distributed within the individual hall or complex. Hall staff has the right to remove unauthorized material posted in any residence hall. Any posting request must be submitted to the Office of Student Housing for approval before being posted.

Sports Equipment and Activities

Playing with sports equipment, playing organized games and/or using equipment better suited for outdoor use in the hallways is prohibited. This is to protect the rights of other residents to sleep, study and have access to their rooms, and prevent damage to University or personal property. Failure to comply with this policy may result in disciplinary action, confiscation of equipment and/or suspension from the residence hall. Skateboards and skates can be stored in rooms. Use of these items is permitted only outside of the residence halls and apartments. Students wishing to store weights in their residence hall assignment must

limit them to weights weighing 10 pounds per weight or less.

Trash/Recycling

Residents are responsible for keeping their rooms and common areas clean and free of trash. Trash should be placed in designated trash rooms or dumpsters located outside of the building. All large boxes or large items should always be taken to a dumpster. Recycling collection containers are located in all residence halls.

Trespassing

Trespassing is defined as entering a building or area where the individual has been informed by University officials and/or law enforcement officers that they have been restricted from that facility or location or being in a University-owned or University-controlled facility after designated hours of operation without written permission from designated officials. The Office of Student Housing will follow all protocols in accordance with the MSU Student Conduct Code.

Vandalism

Students may not damage or deface student rooms or common areas of the residence halls. Any student who destroys or defaces any bulletin board or other materials posted for the benefit of the community will be referred to the Office of Student Housing or the Dean of Students Office and may be responsible for the replacement costs of the vandalized materials, including any time necessary to repair the materials.

Students living in a University-owned or University-controlled building are responsible for holding each other accountable for acts of damage or vandalism. As a result, students are expected to speak with a housing staff member if they have information related to damage in commons areas (which include bathrooms, hallways, lobby areas, etc.). Damage that cannot be attributed to an individual or group of individuals will be assessed to all students on a

designated floor or in a designated building. Information related to damage will be posted prior to billing students to allow time for members of the community to come forward with information related to responsible parties. Please contact your Area Coordinator or the Office of Student Housing for further information related to Community Damage Billing.

Vending

Vending Services provides MSU students, faculty, staff, and visitors the ability to purchase snacks, drinks, and other items in an efficient and convenient manner across campus. All campus vending machines accept BeakerBUCKs, as well as coins. To use BeakerBUCKs, tap your EagleCard on the flyBUY card reader and make your selection. The funds are deducted from your balance. In addition to BeakerBUCKs, the Pepsi vending machines accept Visa, MasterCard, AMEX, ApplePay, and Google Wallet.

Weapons

Campus policies regarding the possession or use of weapons on campus are outlined in the MSU Student Conduct Code. Projectile weapons or ammunition of any sort (handguns, rifles, pellet guns, bullets, etc.) are NEVER allowed in the residence halls. Decorative swords/knives and large knives with blades exceeding four inches are not permitted. Persons with these types of weapons or ammunition will be subject to arrest and/or removal from the residence halls.

Windows

Screens and window stops may not to be removed. Throwing objects from windows is prohibited. Entering or exiting the building through windows is prohibited. Placement of anything on windows, doors, balconies, or outside the room is prohibited without prior written approval from the Housing Office. Failure to abide by these expectations may result in financial charges for facility restitution and/or disciplinary action.

Wireless Internet (ResNet)

Morehead State University ResNet (Residential Hall Network) is a technology service provided to students and guests at all on-campus residential housing. MSU offers three wireless connections on campus. More information about MSU wireless networks can be found on the MSU Office of Student Housing website.



Housing Policies & Guidelines

All Morehead State University students are expected to model community standards of ethical conduct while enrolled at MSU. Standards for conduct are outlined in the MSU Student Conduct Code, which is available via the [Dean of Students website](#). Any student action or behavior that violates the MSU Student Conduct Code, including the guidelines promulgated in the Housing Resident Handbook, may be subject to the procedures outlined in the MSU Student Conduct Code.

In addition to the standards detailed in the MSU Student Conduct Code, students residing within University housing are expected to abide by the following policies and guidelines:

SCC 2700.A Prohibited Items

Possession of an item in a residence hall space that has been expressly prohibited in University communicated materials.

SCC 2700.B Guests and Visitation

Behavior or actions that are in conflict with established policies and procedures for hosting any individual or individuals in a residential facility that are not contracted occupants of the residential facility.

SCC 2700.C Quiet and Courtesy Hours

Behavior or actions that cause a disturbance to individuals in residential facility during established quiet and courtesy hours within a residential facility.

SCC 2700.D Safety and Security

Any action that compromises the safety and security of a residence hall building, including tampering with a building entrance in order to prevent the door from locking securely and/or obstructing the pathway or exit to a residential facility.

SCC 2700.E Roommates

Creating conditions that prevent a student from occupying a residence hall room or bed in the student's assigned residence hall room, including harassing behaviors and/or using furniture designed for other occupants of a residence hall room.

SCC 2700.F Windows

Misuse of a residence hall window, including throwing objects from windows, hanging an object from a window, entering or exiting the building through windows, removing or tampering with window equipment or safety functions, and/or removing a window screen.

SCC 2700.G Alcoholic Beverages and Advertising

The public display of signs that advertise or promote the use of alcoholic beverages or illegal substances is prohibited. Placement of anything on windows, doors, balconies, or outside the room is prohibited without prior written approval from the Housing Office.

SCC 2700.H Restrooms

Disruptive use of a residential facility community restroom, including using or allowing another individual to use a sex-specific restroom that is different than the individual's identified sex and/or allowing multiple individuals to occupy a shower stall.

Housing Contract Terms & Conditions

2022-2023 ANNUAL CONTRACT TERMS AND CONDITIONS

IMPORTANT: You and your parents/legal guardians are urged to carefully read the terms and conditions of this Contract. If you are under the age of 18, a parent or legal guardian must sign this Contract along with you. Even if you are over 18, we ask that your parent/legal guardian review this Contract, so they understand that you, the Student, are entering a legally binding agreement.

IMPORTANT: If you enter into this Contract, and decide not to attend Morehead State University (“University”) or decide not to be a Resident in Student Housing, then you are responsible for terminating this Contract and paying the applicable Contract Break Fee(s). You must terminate this Contract via email to housing@moreheadstate.edu from your MSU student email account. You will receive email confirmation from the Office of Student Housing that your Contract has been canceled. This is applicable to all Students entering into this Contract, including new and returning Students. No other form of termination or intent to terminate will be accepted unless otherwise specified in this Contract. The official date of termination of this Contract will be the date the termination notification is received by the Office of Student Housing. The timing of your termination notice determines how much you will be charged under this Contract (see sections VII and XVI).

NOTICE: Resident agrees that University will communicate with Resident through their official University email account for all aspects of this Contract, including but not limited to notices of charges, housing assignment notifications, and housing information notices. Resident agrees to check their official University email account on a regular basis. Resident’s failure to check their official University email account does not relieve the Resident from any obligations under this Contract.

For the purpose of this Contract, a “Student” indicates a person, at the time this contract is signed, who: 1) has applied and been accepted to University for the term(s) applicable to the Contract; 2) is currently enrolled with University. A “Resident” is a student who has completed this Contract.

The terms and conditions of the contract for resident hall and apartment housing with Morehead State University are as follows:

This Contract entitles you to use the housing accommodations only in the manner set forth herein, in the Housing Resident Handbook, the University Student Conduct Code, and University policies and regulations. This Contract DOES NOT guarantee that you will be assigned to a specific residence hall, particular room type, or area of campus. The University reserves the right to make assignments; reassignments in the interest of order, discipline, health, safety, security, public health event, pandemic, consolidation, or assignments to temporary housing to achieve optimal utilization of University housing.

The Office of Disability Services serves as the point of contact for accommodation requests for Student Housing. More information can be found at: <https://www.moreheadstate.edu/disability>

I. Eligibility and On Campus Residency Requirement

- A. ALL UNMARRIED, FULL-TIME, UNDERGRADUATE STUDENTS UNDER THE AGE OF 21 BY THE FIRST DAY OF CLASS AND HAVING LIVED IN STUDENT HOUSING FOR FEWER THAN FOUR SEMESTERS ARE REQUIRED TO LIVE IN UNIVERSITY RESIDENCE HALL FACILITIES. Exception can be requested for students residing with parent/guardian in the principle residence of parent/guardian within 50 driving miles of the main campus or other special circumstances as outlined in the Residency Policy Waiver. STUDENTS FAILING TO MEET THIS REQUIREMENT AND NOT HAVING AN APPROVED RESIDENCY WAIVER WILL BE ASSESSED APPLICABLE RESIDENCE HALL FEES AND BOARD FEES.
- B. Resident must be a full time Student on campus at University. If space is available, exceptions to the minimum credit hour requirement may be made on a semester-by-semester basis for students who are

completing degree requirements, upon emailed request to the Office of Student Housing with confirmation of their status by their advisor.

- C. Resident's housing application may be accepted or rejected by the Office of Student Housing. University reserves the right not to enter into Contract with Students who are currently violating the terms and conditions of the Contract, who have previously violated the terms and conditions of the Contract, who have violated University rules or regulations, or who have a past due balance with the University.

II. Contract Period

- A. For purpose of this Contract, an Academic Year shall mean Fall and Spring semesters only. The period of this Contract is an Academic Year. If Resident enters into the Contract after the beginning of an Academic Year, the Resident will be charged from the date they move into their room/apartment on a prorated basis. A new Contract for Student Housing must be completed each Academic Year in order to be eligible for a room assignment and shall be subject to Student Housing availability.
- B. Resident is expected to vacate their room/apartment within twenty-four (24) hours after their last final exam at the end of each semester and shall not remain in their room at the conclusion of the academic semester. If Resident is involved in commencement activities or has other circumstances that require an exception to this requirement, the Resident must request and receive approval in advance from the Office of Student Housing.
- C. Residence halls will be closed and rooms may not be occupied during specified Closed Periods (Thanksgiving, Winter Break, Spring Break) except in the designated break housing accommodations. Residents of designated break housing may remain in their rooms and have continued access during a Closed Period.
- D. Prior to the beginning of each Closed Period, the resident must comply with posted administrative closure procedures. Failure to comply with the administrative closure procedures, or for a late checkout after posted hall closing hours, will result in additional fees (See section XVI).

III. Charges and Payments

- A. Room/apartment charges vary according to the approved MSU Student Housing Schedule of Rates. For the most current information, please refer to the Office of Student Housing website at www.moreheadstate.edu/housing. The Schedule of Rates may change and the new rates will be effective at the beginning of the next semester following publication of the change.
- B. Administrative fees or charges assessed for termination of the Contract by the Resident are set out in Section VII and Section XVI.
- C. Charges may be assessed to Resident for damage to or loss of University property in Resident's room, rooms of other Residents, and in common/public areas.
- D. If University is unable to assign Resident to a space due to capacity constraints, at no fault of Resident, then fees and charges will be refunded.

IV. Assignments of Room, Roommates, Apartments

- A. Resident may select their choice of residence hall space at a commitment time provided by the Office of Student Housing and based upon the date and time of receipt of this Contract. Residents qualified and interested in assignments to University Apartment Housing, instead of a residence hall, may select apartment space in accordance with the apartment selection process emailed to the Residents in the semester prior to occupancy.
- B. Resident may request roommate pairings or groupings with one or more Residents who have also completed the Contract. In order for placement to occur during self-service commitment times provided by the Office of Student Housing, pairings/groupings must be confirmed by all parties involved and all parties placed in available spaces within the desired room at time of selection. Space cannot be held for requested roommate(s) who have not completed a Contract.
- C. The Office of Student Housing will make a good faith effort to accommodate Resident in the room space that Resident selects. However, Resident is not guaranteed assignment to a specific residence hall or apartment, particular room type, or area of campus. University reserves the right to determine, designate, change, and/or restrict the utilization of residential living space and to make and/or change assignments

as necessary for university need at any time. Resident's assignment to a residence hall will be determined by the Office of Student Housing, in its sole and absolute discretion.

- D. In accordance with the University's Nondiscrimination Statement, and in accordance with the laws of the United States, the Commonwealth of Kentucky, and University regulations, the University does not illegally discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability.
- E. If Resident has any specific concerns about their housing assignment, Resident should contact the Office of Student Housing.

V. Changes in Apartment, Room and Roommate Assignments, Consolidation

- A. Housing assignments are personal, non-transferable and non-assignable. Prior to occupancy for the Fall semester, Resident may request changes in stated preferences or selected accommodation. Requests must be made in writing via email to the Office of Student Housing from Resident's MSU-provided email. Resident may then be reassigned, without prior notice, if and when a space meeting the Resident's preference(s) becomes available.
- B. Once Student Housing opens in a given semester, Resident may request to make an assignment and/or roommate change after the first day of classes in the Fall and Spring semesters at times designated and published by the Office of Student Housing. The Office of Student Housing must approve all room and/or roommate changes. Room changes may be made only AFTER written approval from the Office of Student Housing. Additional fees will be assessed and/or disciplinary action may be taken for violations of the provisions in this paragraph.
- C. Change requests after the open room change period will be considered on a case-by-case basis and all decisions regarding change requests will be at the sole discretion of the Office of Student Housing.
- D. If a change request is granted, adjustments to the Housing fees owed by the Resident will be made on a prorated basis.
- E. A resident may not sublease or rent a room assignment or permit another person to share a room assignment, including a private room.
- F. Upon assignment, Resident is granted residency to a single space within a residential building. Unoccupied spaces within a room may be filled, assigned, or consolidated at the discretion of the Office of Student Housing at any time. If the Office of Student Housing determines that Resident has intentionally sought to occupy more than the space assigned to Resident, then fees for a reduced occupancy residential space will be applied to the student's account.
- G. University reserves the right to offer private rooms or reduced occupancy residential spaces as space allows on a semester-by-semester basis. If offered, an additional premium rate will apply.
- H. If assigned to a learning community or residential space designated for a special interest group, Resident may be administratively moved to another assignment if they fail to meet the eligibility requirements or specific expectations of that community or group membership. During such a move, the Office of Student Housing will collaborate with Resident in the selection of a new room based on availability and eligibility.

VI. Housing Check-In, Room Condition, and Check-out

- A. The last day to check into Student Housing at the beginning of each semester is 5:00 pm on the third day of classes, unless special arrangements are made in advance with the Office of Student Housing. If Resident fails to check in by this time, this Contract will be cancelled and be considered breached. University will retain or bill all or a portion of the fees to cover administrative costs associated with the breach as outlined in this Contract (See section XVI). In the event of such breach, should Student wish to reside in Student Housing, Student will be required to apply and initiate a new Contract.
- B. Resident is expected to complete and sign a Room Condition Report, in Resident's Housing Portal, within 24 hours of occupying their assigned residential space certifying the condition of their assigned unit as of the date Resident begins occupancy. At the termination of this Contract, University will inspect Resident's assigned space. If applicable, University will assess Resident for any damages to their space, its fixtures or any appliances and furniture identified in the Room Condition Report completed at the beginning of Resident's occupancy. If Resident does not complete the Room Condition Report, University shall determine that the Resident accepted the room condition as satisfactory with no deficiencies.

- C. Resident must keep their assigned unit clean, orderly, and in good condition. Resident shall pay University for loss of University property and the cost of replacement or repair for any breakage or damage to Resident's assigned room; its fixtures or any appliances and furniture; plus, any damages caused by Resident or Resident's guests, to other parts of the unit, including, but not limited to, special cleaning necessitated by improper care of rooms, furnishings, or appliances.
- D. Resident must exercise care in the use of the Housing Facility; care for and clean Resident's room; and abide by (i) all rules and regulations for Housing as described in the Housing Resident Handbook, and (ii) the University Student Conduct Code. Commission of acts described in these documents may result in referral to the student conduct process. Certain and/or repeated violations of the Housing Resident Handbook or the Student Conduct Code may result in the suspension or cancellation of this Contract. If this Contract is suspended or terminated under this paragraph, Resident will remain responsible for their financial obligations under this Contract.
- E. Whenever Resident moves out of their Housing assignment for any reason, Resident must complete the appropriate paperwork and turn in their key(s) to an authorized official or location. Failure to properly check-out of Housing may result in extra financial charges to Resident such as additional occupancy fees or labor charges for cleaning or maintenance.

VII. Termination of the Contract by Resident

- A. Contract remains in effect except as stated herein with prior written approval from the Office of Student Housing.
- B. Residents who initiate an annual residential contract and subsequently cancel or breach their Contract are subject to a Contract Break Fees as outlined in the Fee Schedule (See section XVI).
- C. Prospective Residents who have entered into this Contract and subsequently cancel or breach this Contract due to a change in student status (e.g. withdraw or elect not to attend the University) are also subject to a Contract Break Fee as outlined in the Fee Schedule (See section XVI).
- D. Residents who fulfill the on-campus residency requirement (age/semesters in residence) during the term of this contract have the option to buy out their contract at the Winter break and cancel their contract and assignment for the Spring semester for a Contract Buy Out fee. This request must be submitted to the Office of Student Housing via the online Contract Buy Out form by December 1 or a late fee will be assessed. The successful granting of a housing waiver does not waive this fee. (See section XVI)
- E. Residents who are not returning Students for the Spring semester (e.g. December graduates, withdrawing from school prior to the Spring semester) may terminate this contract at the end of the Fall semester.

VIII. Termination of the Contract by the University

- A. The University may terminate this Contract and require Resident to immediately vacate the room/apartment for the following reasons: (1) Failure to pay any payments or charges by the required date; (2) Official University disciplinary action requiring removal of the Resident from campus housing; (3) Failure to be registered for the required number of credit hours; (4) Violation of room/apartment or University policy, rules or regulations, including but not limited to, the Housing Resident Handbook; (5) Violation of the terms of this Contract; (6) An emergency or casualty rendering Resident's room unsafe or otherwise uninhabitable; (7) If the Resident is a threat to self or others; (8) Pandemic or other healthy/safety emergency or contingency of the University; (9) It is determined by the University that it is in the best interest of either Resident or the residential community. This determination shall be at the discretion of the Director of Student Housing or his/her designee.
- B. Resident who has their Contract terminated shall be provided an opportunity to appeal the decision upon written notice. Appeal procedures for contract termination by the University are outlined in the Housing Resident Handbook.
- C. Failure to vacate the room/apartment upon notice of termination of the Contract by the University or the expiration of the Contract period (holding over) is prohibited and will result in additional charges for the period of time that Resident remains in the room after the Contract has been terminated or expired.

IX. Liability

- A. Liability and Renter's Insurance. Residents are encouraged to purchase general liability and property insurance to cover damages in which they are liable under this Contract and to cover their property. Student, Resident, and/or Guest property is not insured by the University.
- B. Release; Indemnification; Hold Harmless. Resident agrees that University does not promise, warrant or guarantee Resident's safety and security, or that of their guests, or their personal property against the criminal actions of other Residents or third parties. University shall not be liable for any damage or injury to Resident, their guests or their personal property or to any person entering the room assigned to Resident or the residential building in which Resident resides, for injury to person or property arising from theft, vandalism or casualty occurring in the room assigned to Resident or the residential building in which Resident resides. Resident (including Resident's parent or legal guardian, in the case of a minor) agree to indemnify and hold harmless the University, and their respective officers, agents, board members and employees from and against all claims, actions, judgments, damages, liabilities, costs, demands, losses and expenses (including, without limitation, reasonable attorneys' fees, costs and disbursements) resulting from or arising out of injury to Resident's person or property or any of their guests while Resident resides in Housing, regardless of the cause (including, but not limited to, injury resulting from engagement, involvement, or participation by Resident or any of their guests in any event sponsored by the residential building in which you reside), unless such injury is caused by the gross negligence or intentional conduct of the University or their agents. Resident (including resident's parent or legalguardian, in the case of a minor) hereby release and forever discharge and hold harmless the University and their respective officers, agents, and employees from any and all demands, causes of action and/or judgments of whatsoever nature of character, past or future, known or unknown, whether in contract or in tort, whether for personal injuries, property damage, payments, fees, expenses, or any other monies due or to become due, or damages of any kind or nature, and whether arising from common law or statute, arising out of, in any way, this Contract and the use of University Housing. This release will be binding upon you (and Resident's undersigned parent or legal guardian, in the case of a minor), your heirs, and assigns.
- C. If Resident's room/apartment should become uninhabitable due to fire or other casualty or emergency, the Office of Student Housing will attempt to relocate Resident in Student Housing if available. If the University is unable to relocate Resident to other Student Housing, then the Office of Student Housing may terminate this agreement and issue Resident a prorated refund based on hall and type of room assigned.
- D. University shall not be responsible for any failure to provide Housing in the event conditions arise which are not wholly within its control (i.e. acts of God, fire, strike, lockouts, and riots).

X. Rules, Policies and Regulations

- A. Resident agrees to abide by all University policies, rules and regulations including, but not limited to, the Housing Resident Handbook and the Student Conduct Code, which may be revised from time to time. Resident acknowledges that disciplinary action may be taken by the University in accordance with applicable rules, including, but not limited to, the MSU Student Conduct Code.

XI. Guests

- A. Resident is responsible for the behavior of their guests. University reserves the right to restrict the number of overnight stays any guest may spend in the residence hall. The Office of Student Housing reserves the right to restrict access by guests who have violated University policy and/or present a threat to the safety or security of hall residents or its occupants. All applicable policies regarding guests must be adhered to. (See Visitation section in the Housing Resident Handbook)

XII. Right of Entry

- A. Residents shall have a reasonable right of privacy in their rooms and belongings. However, Resident acknowledges, understands, and accepts that Resident's room/apartment may be entered by University officials or staff in cases of emergency, for maintenance, pest control, safety/health inspection, and when Resident's behavior appears to violate the law or University regulations or policies or there is reasonable suspicion to believe that to be the case. Resident also acknowledges that University officials may enter Resident's room/apartment in preparation of/from University Break periods and during University Break periods to check room condition, vacancy, and compliance with University Break instructions.

- B. In order to provide better health standards in the residence halls, the University takes periodic pest control measures. Resident will be notified when regular spraying, fogging, or other treatment will occur and the University reserves the right to exercise its Right of Entry in such cases.
- C. Maintenance requests made by or requested by Resident or their roommate for work or repairs in their room grant University personnel the Right of Entry into the Resident's room without notification to the Resident. Maintenance also shall have Right of Entry into the room without notice if necessary to remedy other maintenance problems in the building which require access to Resident's room.

XIII. Abandonment of Personal Property

- A. Personal property left in a room or storage area after Resident has moved out, whether by proper check out or improper check out shall be deemed abandoned, removed, and stored. After 30 days, items will be donated to local charities at Resident's expense or disposed of. The University shall not be responsible or liable for any losses of or damages to any abandoned property.

XIV. Meningitis Vaccination Information

- A. KRS 164.2865 and KRS 164.2867 require universities to provide information to certain Students regarding education and prevention of meningococcal meningitis. Visit <https://www.cdc.gov/meningitis/bacterial.html> to learn more about this disease and how to reduce risk through vaccination.

XV. Financial Responsibility

- A. I understand that failure to meet the terms of this agreement may entitle Morehead State University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released. I also agree to reimburse or pay the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney fees incurred in collection efforts.

XVI. Housing Administrative Fee Schedule

Contract Break (Termination/Cancelation) Fees

Within one week from contract signature	\$0
Between one week from contract signature to April 30	\$100
May 1 to May 31	\$200
June 1 to June 30	\$300
July 1 to July 31	\$400
August 1 and to the 6th day of class	\$500
After the 6th day of class	Per University refund schedule

Select Housing Administrative Fees

Failure to comply with closing instructions	\$100
Mid Year Contract Buy-Out	\$200
Mid Year Contract Buy-Out Late Fee	\$100
Lock-out, Lost Keys and Lock Change	Varies
Late Stays & Early Arrivals	Varies
Damages	Varies

This list is not comprehensive and certain behaviors may result in additional fees.

BY DIGITALLY SIGNING THIS CONTRACT, YOU STATE THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS CONTRACT AND YOU ARE LEGALLY ABLE TO ENTER INTO THIS AGREEMENT. You and your parents or legal guardians are urged to read carefully the terms and conditions of this Contract. If you are under 18, a parent or legal guardian must sign this contract along with you. Even if you are over 18, we ask that your parent or legal guardian review/sign, so they understand that you, the Student, are entering a legally binding contract.

Living with a Roommate

College will be full of challenges, many leading to rewarding results and your growth as an independent adult. Living with a roommate is one of these challenges. Many college students have never shared a room with another person for an extended period of time, making this a first-time experience. We are excited for you to get to know other residents and to learn something new from your roommate. You may even learn something new about yourself along the way.

Your Resident Advisor will help you develop a roommate agreement upon your arrival. This agreement helps you share expectations for your living arrangement, lays out how you and your roommate prefer to communicate and how to address issues as they arise. In order to help you foster a positive and successful roommate relationship, we have provided a few tips listed below.

Get to know your roommate:

It is not a requirement or expectation that you become best friends with your roommate, but make an effort to hang out sometimes and support each other's interests. Spending some structured time together will allow you to get to know each other and begin to understand each other.

Organize the room together:

Collectively decide who is going to use what furniture in the room. Successful roommates make a residence hall room a home by adding personal touches and working together to arrange the room to the liking of everyone who shares the space.

Communicate expectations:

When does the stereo need to be turned down? What nights are reserved for studying in the room? Do you want to share plates and bowls? These and other questions will arise. The best approach is to discuss expectations openly and early.

Don't ignore problems:

Most problems can be minimized or resolved by simple communication. If problems are left to build up, they become more difficult to resolve. If something comes up, set aside time to talk about where both you and your roommate can focus on resolving the issue at hand. A staff member can help facilitate a conversation if needed.

Give each other space:

It is great to hang out together and build a relationship, but don't forget to spend time apart as well.

Ask before borrowing:

Develop guidelines of what can be borrowed and what cannot be borrowed. Never assume that it is OK to use your roommate's dishes without asking. Never assume it is OK to use her hairdryer without asking first. It is always best to ask first, as it will help avoid conflict.

Share upcoming academic commitments:

If you have a big paper due in a week or a test coming up, let your roommate know so that you can have some quiet in the room to study and work on your assignments.

Have fun:

Spend time de-stressing with your roommate. This may simply be a quick 10-minute chat while getting ready in the morning. It may be a movie night or a weekly jog or hike, but whatever it is, find something fun to do.

Safety & Security

At Morehead State University, safety and security in the residence halls is something that we take exceptionally seriously. To that end, we have implemented the following protocols and procedures for ensuring the halls remain a safe and secure environment for our residents and staff to live and learn in.

- Each building is secured via a card access system that requires residency in the building for admittance.
- Building entrances are monitored via security camera.
- Buildings are equipped with constantly monitored fire suppression systems, sprinklers and alarms.
- Residence hall staff do periodic rounds through their buildings throughout the day to ensure entrances and exits are secured and working properly, safety equipment is in working order and there are no facility issues that present a threat to the community.
- Hall staff are on-call in the evening to monitor building or resident issues and to provide short-response time should an issue arise.

Despite the measures in place to ensure that intruders are not afforded easy entrance, the biggest impact toward safety and security in the halls is the behavior of the residents. Some tips for residents to make sure they do not become a victim of theft in the halls:

- Always lock your residence hall room or apartment, even when going down the hall, to the restroom or to the kitchen.
- Don't allow others to follow you into the hall after you have swiped your EagleCard. This is known as "tailgating" and allows people who may not live in your building access to it.
- Don't leave possessions unattended or unwatched. Leaving laptops, tablets, phones, etc., in community spaces like lounges, kitchens, etc., could result in them not being there when you return.
- Don't loan your EagleCard or room key to another person.

Community Living Principles

At Morehead State, you have the opportunity to learn, to grow, to thrive and to excel in whatever pursuits you may explore. As a member of our residential community, you also have the responsibility to be an active community member, promoting safe, healthy and engaged living for the betterment of our community. We are committed to living environments that promote inclusivity, fairness and justice within our walls and as a part of a larger University population. It is the expectation that our community understands its rights and responsibilities and aspires to uphold them for all members. As a Morehead State residential community, we dedicate ourselves to the following principles, rights, responsibilities and community standards:

Safety

Of primary importance for our residential community is the personal safety of each of our community members. Residents have a right to expect a safe and secure environment for themselves and their property. A responsibility to hold one another accountable for actions that threaten those principles as any action counter to that expectation affects the community as a whole.

Inclusion

Our sense of community is heightened and our learning opportunities increase when we remember, respect and embrace both our commonalities and our differences. Residents have the right to an educational experience that includes connecting to and learning from community members with different cultures, beliefs, values and life experiences. We have a responsibility to actively confront bigotry or bias in any form to solidify the integrity of our community.

Civility

For a community to function properly, there must be recognition of shared needs, resources and experiences. Civility does not mean that we will all agree, but it does mean that we can expect tolerance, courtesy and effective communication in our interactions with each other. By developing communities in which civility is a cornerstone, the living and learning opportunities at Morehead State become equally available to all. Residents have the right to an environment that develops and utilizes communication, problem-solving, tolerance, compromise and a responsibility to ensure that everyone has equal opportunity to have their voice heard.

Involvement

Being an involved member of Morehead State campus enriches the educational experience and strengthens the community as a whole. Residents can be involved in any number of ways through the myriad opportunities provided in the halls and on the campus. Residents have the opportunity to socialize, learn and celebrate together, and a responsibility to strengthen the community through the development of leadership and collaboration. Involved students become involved citizens and involved citizens change the world.

Please think about the importance of these principles as you live and learn in our residence halls. Consider the impact of your behavior on others as you act. Skills needed to live successfully in our halls are the same skills you will use to be a productive member of society.

Client Service Philosophy

The Office of Student Housing at Morehead State University is committed to professional and responsive service and pledges to maintain the following standards of service in the following areas:

Efficiency

Staff will conduct their duties and implement policies and procedures with efficiency, accuracy, dependability, and timeliness. Staff will prepare themselves intentionally and proactively with knowledge of the Office of Student Housing processes to discharge their duties efficiently and serve as effective resources.

- Staff will provide accurate and specific answers to clients' inquiries and problems. When no immediate answer is available, staff that receives an inquiry or problem will serve as the immediate contact and follow-up point for a client until he/she is referred to the most appropriate resource that should handle the inquiry.
- Clients will leave with more information than they had upon arrival. Staff will work actively to direct clients to appropriate resources and will advise that resource of the client's needs upon referral.
- The Office of Student Housing will maintain effective hours of availability to provide the assigned services. Special or additional hours will be scheduled during peak service periods or periods where demands will be unusual.
- Each individual staff member will actively maintain his/her effective knowledge of all processes and services that are delivered by the Office of Student Housing.
- Each staff member will respond to emails within two business days during peak service periods and one business day during normal service periods. Peak service periods include opening, closing, etc. Staff will respond to voicemails/written messages within one business day.

Courtesy

Interpersonal interactions that occur between the Office of Student Housing staff and our clients will always be conducted in a courteous, pleasant, empathetic, and dignified manner in an effort to gain an understanding of the client's perspective or problem.

- All clients will be greeted by staff in a pleasant, courteous, and respectful fashion in the conduct of business.
- All clients will be acknowledged immediately when they present themselves in a point of service setting. If clients must wait, staff will greet them and request politely that they wait until they can be served.
- The same standards that apply to courtesy in face-to-face interactions will apply to telephone, email and other written contacts with clients.
- Staff who are aware that a desired service cannot be provided at the immediate time of a client's request will ensure that the delay is a reasonable one, either by finding other staff who may help, or arranging an alternate time when staff will be available.

Presentation

The Office of Student Housing will present its staff and facilities in a manner that communicates order, credibility, and professionalism. The importance of a quality presentation applies to the individual appearance of the staff, the organization and order in point of service locations.

- The presentation of individual student rooms, hallways and stairwells, bathrooms, lounges and other common areas will be characterized by cleanliness, comfort and order with the help of the individual student, facilities management and the custodial staff.
- The personal appearance and demeanor of individual staff will support a presentation characterized by competence and professionalism. Staff will maintain individual office areas, and service desks in a fashion that communicates order while also serving as a comfortable and inviting environment in which clients can be received.
- Information on all policies will be readily available to clients. Policies will be presented with apparent and effective rationale and, wherever possible, will be presented with simplicity. Policies will avoid contradictions or the creation of situations that would not withstand the scrutiny of a reasonable individual.

Engagement

Students will have the opportunity for multiple types of learning as a result of their living experiences.

- Where desirable and appropriate, the Office of Student Housing policies and procedures will contribute to students' development of personal responsibility and constructive participation in a residential academic community.
- When implementing the Office of Student Housing processes with individual students, staff will place decisions in the hands of the student whenever it is possible and appropriate.
- The Office of Student Housing staff will understand their role as facilitators and supporters of the academic mission of the institution. Policies and educational programs will remain in consonance and avoid competition with that mission.
- Where possible, the manner in which staff handles behavioral problems with students will contribute to individual learning and development in concert with overall community safety and security.

Safety

The immediate physical/mental safety and security of the resident students, guests, staff and other clients served by the Office of Student Housing are our most imperative and basic concern. The Office of Student Housing staff will remain constantly aware and will act immediately to address problems that pose a threat to safety.

- Policies, procedures and programs will be constructed and implemented in a manner that accords a first priority to physical/mental safety.
- All facilities in which residents live will be set up and maintained with the help of the individual resident, facilities management, custodial staff in a manner that ensures the safety of the community and its members.
- Staff, in the performance of their duties, will not engage in any interaction or behavior that would intentionally pose a threat to or ignore real risks to the physical/mental safety of our clients.

Office of Student Housing Diversity Statement

The Office of Student Housing at Morehead State University is committed to creating, educating and advocating for an inclusive community that is safe, respectful and appreciative of the diversity of each individual

Office of Student Housing Multicultural Philosophy

We embrace and value all members of our community with appreciation for their age, ability, color, creed, cultural background, ethnicity, gender identity or expression, national origin, race, religious affiliation or spiritual affinity, sexual orientation, socioeconomic class, or veteran status. Our expectation is that members of our community will understand and consider the positive and negative effects their actions have on the community. We believe that the knowledge and experiences our students gain while living on campus and interacting with diverse individuals prepares them to thrive as a member of a pluralistic society and as a responsible global citizen.

Community

We seek to build an environment where individual differences are respected while common bonds are celebrated within our community. It is our intention to create an inclusive community in which individuals feel safe and accepted regardless of differences. Members of our community have the responsibility to recognize the rights of other community members and to abstain from acts of abuse, harassment or assault towards others. We will promote communities where social and civic responsibilities are modeled, and respectful discussion about diverse issues is encouraged. Community members will have a comfortable space to express their feelings and opinions, so that every voice is heard.

Education

We believe that meaningful exposure to diverse people and ideas has incomparable educational value. We will remind students that we are all in a community together and we wish for them to identify biases, assumptions, ridicule and prejudices as they occur and readily challenge these statements that may be obstacles in the way of true community. We will provide programs and opportunities for residents to share experiences, values, culture and beliefs, and the opportunity to hear the same of others. We will promote this high level of experiential learning on both an intrapersonal and interpersonal level.

Advocacy

We will strive to maintain a safe and welcoming environment that embodies our ideals of civility and mutual respect. This involves protecting each other's rights of respectful expression while condemning hateful or victimizing acts. This includes sexual violence and other misconduct as covered by Title IX. We will not tolerate any form of behavior pertaining to racism, sexism, bigotry, harassment, intimidation, threats or abuse, whether verbal or written, physical or psychological, direct or implied. We will be intentional in educating our staff and students to respond proactively to such behavior. We will not accept ignorance, anger, fear, religious bias, humor or substance use as an excuse, reason or rationale for oppressive behavior. We seek to recruit, select and train a diverse student and professional staff that will understand, appreciate and support multiculturalism within the community. We expect our staff to model our principles and be equitable and just while treating each student with care, dignity, compassion and respect.

Through our promotion of an inclusive community, intentional education and advocacy of students' rights, the Office of Student Housing at Morehead State University seeks to provide an environment where students feel safe, respected and appreciated regardless of individual differences.

Office of Student Housing Mission

The staff of Morehead State University's Office of Student Housing strives to create a safe and healthy environment for our residents by providing a positive life experience through community involvement, leadership opportunities, educational programming and service to others. We seek to enhance the residential experience through the development of a community based on the foundations of safety, civility, inclusion and involvement. Every effort is made to help mold and create our leaders of tomorrow by being leaders today. The ultimate goal is for all residents to consider Morehead State University as their home away from home.

Office of Student Housing Vision

To provide a safe environment that supports academic pursuits and personal growth, fosters a community of lifelong learners bound by civic responsibility, encourages integrity and prepares residents for life in a global society with an appreciation for diversity.

Office of Student Housing Core Values

Student-Centered

Our residents come first, always, in all ways.

Respect

Departmental initiatives are centered in fairness, consistency and compassion for others. Individuals are always treated with an exemplary ethic of care.

Integrity

Morehead State Housing staff will conduct themselves at all times with the highest professional and ethical standards. We are honest and open with residents, each other and our community partners.

Collaboration

Success is achieved only through a common goal with shared vision and purpose in harmony with our many stakeholders.

Learning

The primary mission of our department, our initiatives and our interactions is to advance the academic mission of the institution and allow for intentional, purposeful and meaningful educational opportunities for our residential population.

Important Phone Numbers

University Police Department.....606-783-2035
Counseling and Health Services.....606-783-2123
Office of Information Technology.....606-783-4357

RA On-Call Phone Numbers

When University offices are closed (Monday – Friday, 4:30 p.m. - 8 a.m., all-day Saturday and Sunday, and University holidays), Resident Advisors are on-call in each hall via the following numbers to assist residents.

Alumni Tower.....606-776-9939
Andrews Hall.....606-776-9920
Cartmell Hall.....606-776-8859
Eagle Lake Apartments.....606-776-9920
East Mignon Hall.....606-356-3673
Fields Hall.....606-776-9962
Mays Hall Apartments.....606-776-8859
Mignon Hall.....606-776-9901
Mignon Tower.....606-776-8934
Normal Hall Apartments.....606-776-9939
Nunn Hall.....606-776-9919
West Mignon Hall.....606-356-4785



Office of Student Housing
200 Earle Clements Ln
Alumni Tower West
Morehead, KY 40351

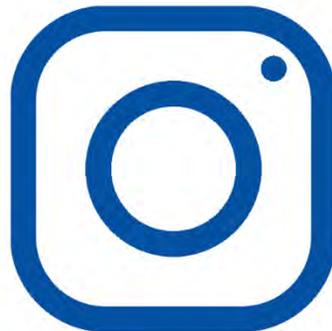
Phone: 606-783-2060

Fax: 606-783-5062

Email: housing@moreheadstate.edu

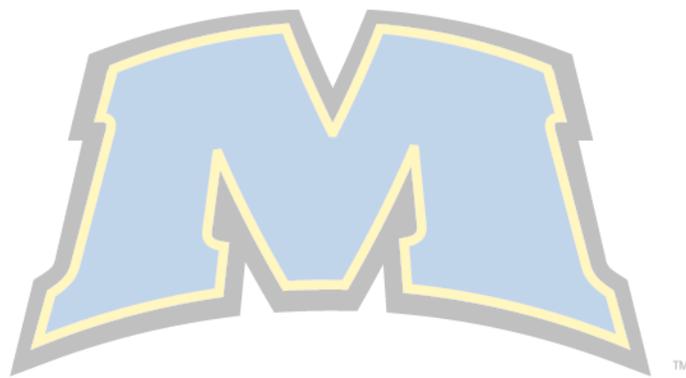
Web: MoreheadState.Edu/housing

Hours: Monday - Friday 8AM - 4:30PM



@MSU_Housing

* - @MSUHousing



MOREHEAD STATE UNIVERSITY

STUDENT HOUSING