



Eastern Mennonite University
Summer 2019
Apartment Housing Request Form

Name:
Home Address:
Phone:
E-mail:

****Confirmation of your housing details will ONLY be sent via email.
Please provide an e-mail you check regularly.***

☐ I require handicapped facilities/parking

Room Preference	Arrival Date	Departure Date	No. of nights	*Linen set/s?	Amount due
Private apartment			___ x \$36	___ x \$5.50	\$
Shared apartment and/or shared bedroom			___ x \$27	___ x \$5.50	\$
Total Due:					\$

**Subject to availability, but we will contact you to arrange for a second option should your request not be available.

***Linen set includes a set of sheets, pillowcase, two towels, two washcloths, and a bar of soap. One blanket and pillow are included regardless of whether or not linens are ordered. If you would like multiple sets for a longer stay on campus, please indicate the number of sets you wish to order.

Apartment includes two bedrooms, one bath, kitchen, living room, porch. The apartments are furnished, and contain an oven/range, microwave, double sink, and refrigerator/freezer in the kitchen, but cooking utensils, pots, pans, etc. are not provided. All apartments are available by stair-access only. Coin-operated laundry machines are available in the apartment complex.

___ I would like to room with (please specify roommate): _____

___ Please pair me with another person who would also like to share a room

___ I am willing to share a two-room apartment, but wish to have my own bedroom

___ I prefer to have my own apartment

Your bill may be paid in full when you are on campus. We accept Mastercard/Visa. Checks may be made payable to *Eastern Mennonite University*. Please remit payment to the **Auxiliary Services** office in the **University Commons** building.

To inquire about a reservation:

Cheryl Montgomery
cheryl.montgomery@emu.edu
(540) 432-4662

For more information about the apartments:

Matthew Hunsberger
matthew.hunsberger@emu.edu
(540) 432-4329

Complete one form per person, per housing request. Duplicate as needed.
Auxiliary Services, Eastern Mennonite University, Harrisonburg, Virginia, 22802
EMU Campus Community Guidelines/expectations

The possession or use of alcohol, tobacco and illegal drugs is strictly prohibited from the EMU campus as well as all university-related functions.

All animals on campus must be on a leash and under the constant supervision and control of their owner/guardian at all times. Except for service animals, **no animals are permitted in University buildings or facilities.** Owners/guardians must comply with all state and local laws pertaining to animal control while on campus.

No motorcycles, mopeds, and/or gasoline-powered vehicles may be stored inside the building because of potential fire hazards.

Tampering with **Fire Extinguishers/Alarms/Suppression Systems/Emergency Notification Devices**, etc. will incur a fine of \$500 and may result in additional outcomes.

The use or possession of **fireworks** is prohibited on the university campus. Because of safety concerns, violators will be fined.

The use or possession of **firearms, explosives, knives, bows, flammable material or weapons** of any kind (including BB, pellet, or paintball guns) is prohibited on the university campus, in vehicles on campus, or at any university-related function.

Open flames including candles are prohibited. Electrical heating devices such as **hot plates or other appliances** with exposed heating coils are prohibited because of the danger of fire. Acceptable heating devices are coffee pots, self-contained popcorn poppers, hair dryers and curling irons.

Information Systems Policies

By using the EMU network, you agree to:

1. abide by all EMU Information Systems(IS) Policies at www.emu.edu/is/policies.

2. not engage in prohibited activities, including, but not limited to:

*Using technology resources to threaten or harass others, even as a joke.

*Knowingly distributing viruses or other malicious code.

*Attempting to gain access to computers or network accessible resources for which I am not authorized.

*Transmitting music, movies, or software in breach of copyright over the network.

*Using the EMU network or other technology resources for criminal or malicious activities.

3. not download or share copyright protected materials; respecting all copyright laws. The Digital Millennium Copyright Act (DMCA) provides strict rules governing the use of copyright protected materials.[www.copyright.gov/legislation/dmca.pdf]

Guests will periodically be prompted during the network login process to affirm that by using the EMU network they are agreeing to this code of conduct.

Eastern Mennonite University is not liable for the loss of money or valuables or the loss of or damage to any person's private property on the campus due to fire, water, or theft.

Your signature indicates your willingness to abide by these guidelines while at Eastern Mennonite University:

Name_____ **Date**_____