



## Housing Policies and Procedures

Welcome to the Shannon Point Marine Center. Please review the guidelines below. If you have questions, please ask.

### Contacts

Administrative Offices (M-F 8-4:30 p.m.): 360-650-7400 or SPMC@wwu.edu

After-hours contacts: Derek Smith (Laboratory Manager) 808-348-7342

Scott Maystadt (Facilities) 360-815-5924

Brian Bingham (Director) 360-650-2845

Anacortes Police Department (non-emergency): 360-428-3211

Emergencies: 911

### Keys

Dorm residents will receive three keys for their stay. One key opens your assigned room, another opens the Commons Building, a shared space for all housing residents, and a third key opens the front gate. A \$30 fee is charged for lost keys.

### Wi-Fi Networks

WWUwireless – guest: open to anyone staying in housing

WWUwireless-secure: requires WWU universal login (WWU students, faculty, staff only)

### The Commons Building

The Commons Building has shared kitchen and recreation space for your use. The back part of the building has a shared laundry facility (you must provide your own detergent) and shared bathrooms. You are responsible for maintaining the cleanliness of these spaces.

### Front Gate

Please leave the front gate in the state you found it. If the gate is locked when you leave or return to the facility, lock the gate behind you.

### Main Laboratory Access

You are welcome to use the computers and shared study spaces in the main laboratory during open hours (Monday to Friday from 8:00 a.m. – 4:30 p.m.)

### Prohibited Items at Shannon Point:

- The SPMC campus is a biological preserve; pets are strictly prohibited.
- Alcohol is allowed only inside your assigned room and only if you and all of your assigned roommates are at least 21 years old and no one under 21 is present.
- Drugs (including marijuana) are not allowed on the SPMC campus.
- Smoking is prohibited in all University Residences buildings and within 25 feet of doors, windows, and ventilation intakes.
- No weapons, fireworks, or explosives are permitted
- No space heaters, hotplates, candles, incense, or open flame are allowed

Living at Shannon Point requires consideration of other residents, and disruptive behavior is not acceptable. The Director has the right to terminate any lease if problems arise. In the event of termination for cause, unused rent will be refunded.

### **Cleaning**

SPMC custodial staff sanitize the Commons Building once a week, but residents are responsible for washing dishes and cleaning the kitchen and other shared spaces. Dirty dishes and accumulating garbage attract rodents. Please do your part to ensure a clean and healthy living environment.

### **Maintenance of Facilities**

Picture hangers, thumbtacks, or nails may not be driven in the walls. If facilities are damaged, you may be billed for it.

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

### **Guests**

Any housing guest must be approved by SPMC prior to arrival and will pay the standard daily rate. Guests, who may stay a maximum of 2 days, will not be issued keys, and the resident will be responsible for the guest and ensuring that all SPMC policies are respected.

### **Check Out Procedures:**

Check-out time is 12:00 p.m. At check-out, the room and bathroom must be cleaned, garbage emptied, linens placed on the bed, and food removed from the Commons refrigerators.

Keys are returned to the Administrative Office (Monday – Friday between 8:00 a.m. and 4:30 p.m.) or left in the Commons Building key drop-off box if departure is after business hours.