



The Center of Continuing Education and Community Services  
1100 E. 14<sup>th</sup> St., PMB E-3 – Ada, Oklahoma 74820-6999

Dear Camper,

We are looking forward to having you on campus. It is important to us that you have a positive experience with us this summer. In order to ensure that everything runs smoothly as it relates to housing, we have provided some helpful information below that you will want to know.

You will be staying in one of our 5 Residence Halls. Our residence hall rooms each have a desk, chair, twin beds, dresser, a 5' x 3' window and a bath with a walk-in shower. We want you to feel at home while you are on our campus; therefore, we have compiled a list (see below) of things you might want to consider for your stay with us.

Each residence hall is staffed with a full-time staff member, who serves as the hall director. The hall director (HD) manages all operations of the particular residence hall to which they have been assigned.

### **Rules and Policies**

We ask that you keep your rooms clean and please put all your trash in the trash shoots or trash bins. All campers and camp staff must abide by the rules and policies listed in the Student Code of Conduct and the Housing Notes. These documents can be found on the ECU website at the following links:

Student Code of Conduct:

[http://www.ecok.edu/repository/unmanaged\\_content/oldweb/current/docs/studenthandbook.pdf](http://www.ecok.edu/repository/unmanaged_content/oldweb/current/docs/studenthandbook.pdf)

Housing Notes:

<http://www.ecok.edu/housing/Policies.asp>

Most importantly please note that East Central University is a Dry Campus. No alcohol is allowed in any room at any time.

At the completion of the program, each camper is required to complete post-camp/conference walkthrough with your Resident Assistant (RA), Hall Director, or the Housing & Residence Life office, Administration Building Rm 155, to ensure that there are no damages and that the room is in the same condition it was upon move-in. Any cleaning issues or damages will be billed back to the camp.

At this time you will also turn in your key, along with the overnight guest form and any other paperwork that you have received.

### **Things to Bring**

All rooms are equipped with a "regular length" twin size bed, desk or table and chair, dresser and a closet. Campers will need to bring their own bedding, toiletries, curtain/curtain rod and television/computer (if desired). Our rooms do not have a full length mirror, so you may want one of these as well. There is a window in your room, if you wish to have window coverings please bring them, for we do not provide curtains or blinds for you. Laundry facilities are available for an additional charge. Please remember to bring your own laundry supplies. You may also need irons and ironing boards if your wardrobe requires them.



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### Dining at ECU

While you are staying at East Central, there are multiple places to eat. We have a cafeteria which serves breakfast, lunch and dinner. Food service hours are:

#### ***Monday-Saturday:***

Breakfast 7:30 – 8:30 a.m., Continental breakfast 8:30 – 9:30 a.m.

Lunch 11:00 – 12:30

Dinner 4:30 - 5:30

#### ***Sunday:***

Breakfast 7:00-8:00 a.m., Continental breakfast 8:00-9:00 a.m.

Lunch 11:30-1:15

There is no dinner served on Sunday.

We also have a snack bar in the University Center. Summer hours are 8:30am – 3:30pm. Monday-Friday. They serve all the convenience food items including fountain drinks, hot & cold sandwiches, fresh fruit, cereal, candy, smoothies and even fresh coffee(s) from Starbucks! Both the cafeteria and the snack bar accept cash and debit/credit cards and there is an ATM located in the University Center as well.

We are looking forward to having you on campus with us and want to make sure you have an awesome experience! Please let us know if you have any additional questions.

Sincerely,

East Central University's  
Department of Housing and  
Center of Continuing Education and Community Services

### **Overnight Guest Information**

We understand that at times you may need to call for help, advice or information. Below you will find a list of helpful numbers. If you find yourself locked out, please call your Resident Assistant (RA) to your Building, they will assist you.

#### Housing Office Information:

Administration Building Rm. 155      580-559-5602      Hours: Monday - Friday, 8am - 5pm

#### Center of Continuing Education and Community Services

Fentem Hall Rm. 114      580-559-5456      Hours: Monday - Friday, 8am - 6pm

#### Emergency Numbers

ECU Police 580-559-5555 or Dial 911