

Eastern Illinois University

Resident Handbook  
2008-2009



*Centennial Celebration: Keep on Keepin' On*

**Pemberton Hall**

## *Welcome*

The staff of Pemberton Hall would like to extend a warm welcome to you as we start this exciting new year together. The college years are some of the most defining and memorable of your entire life. We want to help make them some of the *best*.

Hopefully this handbook will answer many of your questions. Please read it and keep it handy during your stay with us. In addition, it is requested that you read the Housing Handbook. You ARE held accountable for all the information in that handbook. Please understand that the information in this handbook is accurate at the time of printing, and is subject to change without notice.

Pemberton Hall is a 4-floor building that, at capacity, is home to over 200 residents. On each of these floors you will find a Resident Assistant (RA), who is ready and willing to help you with questions or problems you face as you live here in Pemberton. In addition to the RAs, Pemberton also has a Senior Staff Assistant (SSA) who is an undergraduate student who helps with the front desk operations, as well as an Associate Resident Director (ARD) who is a professional housing staff member in charge of the day to day operations and ready to assist you in any way she can.

## **Fall 2008 Residential Life Staff & Phone List**

Courtney Quinn, Associate Resident Director	2579
Sandee Ibbotson, Pemberton Hall Secretary	2578

### **Resident Assistants & Senior Staff Assistant**

Courtney Meyer, The Pit (SSA)	2074
Sara Fosbender 1 <sup>st</sup> New	2374
Tiffanee Franklin, 2 <sup>nd</sup> Old	2877
Alice Caceda, 2 <sup>nd</sup> New	2475
Brittany Mackowiak, 3 <sup>rd</sup> Old	3576
Jamie Kemp, 3 <sup>rd</sup> New	7131

## **Employment Opportunities**

One of the best perks with living in University Housing is the ability have a PAID job right here at home. Here are some common ways you can make some cash while you live here in Pemberton.

### **Night Assistant**

The Night Assistants serve as a resource for residents and as extra security in the early morning hours each night. The rotating shifts allow for anywhere between 5-20 hours of work per week. The position is paid and has immediate openings. If you are a night owl, pick up an application at the front desk.

### **Dining Service**

Dining Service is looking for enthusiastic, hard working people to work for them in a variety of paid positions with flexible hours. If you are interested, contact Dining Service for an application.

### **House Person**

The Building Service Workers (BSWs) are the people who clean Pemberton Hall on a daily basis. They work hard to keep the living environment clean and comfortable. They are looking for student help to do specific jobs. If you are hard working and responsible contact the BSW Sub-Foreman for more information. Contact the Front Desk if you are unable to locate the BSW Sub-Foreman.

### **Desk Assistant**

The DA is an integral part of University Housing and Dining Services at Eastern Illinois University. They are the staff members who have direct and constant contact with our students. Each Front Desk functions as a primary source of information and service for our residents. As a member of the desk staff you represent EIU and are a role model for others.

### **Resident Assistant**

The Resident Assistant (RA) is an integral part of University Housing and Dining Services at Eastern Illinois University. They are the staff members who have the most direct and constant contact with our students. Their primary responsibility is to act as a facilitator for the residence hall community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. The RA represents UHDS and acts as a role model for students.

**campus.** The PIN you were issued at check in will allow you to make long distance calls. The charges you make using your PIN will be billed to you each month. Do not give others access to your PIN as you will be responsible for any long distance charges. **You must dial 1 and then the complete 10-digit number (area code with number) when dialing outside of the 217 area code (dialing 9 is not needed).** Additionally, your phone line comes with call waiting and speed dialing. Voice mail and Caller ID are other services available on your phone line. Please consult the Telecommunications Office at 581-5951 for more information.

## **Visitation**

The Pemberton Hall visitation policy is Sunday through Thursday from 11:55 PM to 11 AM. Friday 11 AM to Sunday 11:55 PM, 24 hour visitation. **You MUST be with your guests at all times!!!**

## **Tornado Relocation**

When the emergency service siren for Coles County sounds, it is recommended that all students and staff relocate to the basement of Pemberton Hall as soon as possible. In cases of immediate danger, move to an interior point of the floor (such as the hallway), away from glass, and sit down with your hands over your head. Usually when a **Tornado Warning** is issued for the immediate Charleston Area the Pemberton Hall staff will notify the floors that it is prudent to relocate to the basement.

## **Fire Alarms & Fire Evacuation**

You must evacuate the area *whenever* the fire alarm is activated – even if you are aware that it is a drill or a false alarm. All residents will be directed by staff to move at least 100 feet from the building. The designated areas for Pemberton Hall are on the east side you should be standing in the North Quad by Blair Hall and Old Main, and on the east side you should be in the grassy area in front of the Physical Science Building; no one should ever stand in the parking lot under any circumstance. No one will be allowed into the building until the Charleston Fire Department has cleared the building for re-entry. When Fire Department personnel declare the building safe, all residents will be allowed to return to the building. Failure to evacuate during a fire alarm is grounds for immediate suspension from University Housing, a fine, or possibly suspension from the University. Maliciously pulling a fire alarm is a felony offense. In addition to any criminal charges, those responsible for a malicious false alarm are subject to immediate removal from the University.

## **Pemberton Parliament**

Are you looking for a way to get involved from the beginning of your time here at Eastern? Pemberton Hall Council is one of the best ways for you to start to make your mark! Pemberton Hall Council is the governing board for the hall. They have four main purposes: to foster hall-wide community, discuss hall issues, provide feedback to the Housing Staff, and most importantly to have fun! The council has an Executive Board; the positions of President, Vice President, Secretary, Treasurer, Residence Hall Association (RHA) Representative, Publicity Chair, and Fundraising Chair. If you are interested in making a difference, Hall Council is a great place to start. Even if you don't want to be an Executive Officer, you can have various levels of involvement, and you are always welcome to participate. Look for posters describing hall council or talk with your RA! Don't let this exciting opportunity pass you by.

## **Phi Epsilon Mu**

Phi Epsilon Mu is a service sorority that was first activated in the fall of 1979. It was designed for Pemberton Hall residents to get to know each other better through social activities. However, after two years, it folded. Then, in the Fall of 1985, four Pemberton Hall residents and the Director took it upon themselves to reactivate the sorority, making changes in its intentions and structure. To date, the sorority has thrived for 23 years. It continues to grow as it provides service to the hall, the campus, and the community, as well as providing a means for Pemberton residents to get to know each other. The purpose of Phi Epsilon Mu is "to promote a sisterhood to all Pemberton Hall residents and to provide a service, not only to ourselves, but to others as well." The motto is "Through service and fun, when all else is done; we'll always be true to Phi Epsilon Mu."

## **Pemberton Hall's Front Desk**

The Pemberton Hall Front Desk's main purpose is to serve the residents of Pemberton Hall and their visitors. The desk is staffed by the Pemberton Hall student workers who are ready to help you. The desk offers a variety of services to meet the needs of the residents, including the following: equipment check-out, sorting mail and handling student packages, making change, information source for telephone numbers

and campus questions, a place to turn in maintenance requests, and a friendly face for residents and guests.

## Equipment Check-Out

The Pemberton Hall Front Desk has the following items available for Pemberton Hall residents to check out, unless otherwise noted there is no fee for these items. Residents must leave their driver's license or state ID (Panther Cards are not acceptable) at the Front Desk while they have the item(s). The number of items that may be checked out to one resident at the same time may be limited. Again, you **MUST** live in Pemberton Hall to check-out these items:

- Cooking equipment (pots, pans, utensils, bowls)
- Sporting Equipment (basketballs, footballs, frisbee, tennis equipment, badminton)
- Board games and cards
- Magazines
- Vacuums
- Moving carts
- Pool Equipment (with a fee)
- Ice cream (with a fee)

## MAIL

Mailboxes are located in the Pemberton Hall's front desk and can be opened with your code. Stamps may be purchased and outgoing mail can be sent from the Pemberton Hall front desk as well. The mailing address is as follows (please be aware that without this complete address, mail could be delayed or lost):

Susie Doe  
(room #) Pemberton Hall  
1521 4<sup>th</sup> St  
Charleston, IL 61920-4260

## Maintenance Requests

Should you find a problem with the condition of your room or some part of your floor, please submit a work order online at <http://www.eiu.edu/~housing/pemberton.php> or notify the Front Desk. The Pemberton Hall Secretary will call in your request and track it to make sure the appropriate people have handled it. **DO NOT** attempt repairs yourself. Only the appropriate University personnel may make repairs to your room. Should the repair not be handled in a timely fashion, please let your RA know, so its status can be checked for you.

## Services and Things to Know in Pemberton Hall

### Cash to Chip Machine

In order to add money to your Panther Card you must use Cash to Chip Machines. These are located in various places though out campus. There is one conveniently located in the Pemberton Hall lobby. If you have difficulty with the operation of this machine you can ask for help at the Front Desk.

### Copy Machine

Pemberton Hall has a copy machine located in the hallway near the front desk. The cost for each copy is 5¢. You must use your Panther Card with this copier. Should you have any problems with the copy machine, consult the Front Desk.

### Laundry Facilities

In the basement of Pemberton Hall, there is a laundry room with for students to use. Pemberton Hall residents may use any of these laundry facilities at a cost of \$1.25 to wash. The dryers are free! Wash machines use only the Panther Card.

### Lounges

There is a Study Lounge just off of the Main Lounge on first floor. Both of these areas as well as the foyer (under the main staircase) have 24-hour visitation as long as all male guests have a Pemberton Hall resident with them at all times. Male guests should never go on the main staircase to meet a resident at the floor; residents should always escort the guest all the way to the bottom of the stairs.

There is also a TV and Recreation Lounge in the basement of the building. In the TV Lounge there are several vending machines. There is a pool table and kitchenette in the Recreation Lounge. **Neither of these lounges have 24 hour visitation during the school week (Sun night-Thurs night).**

### Room Telephone

Each room in Pemberton Hall has a phone jack. The live phone line is NOT located with your Ethernet and cable connections, it is a separate phone jack. From this phone line you may make free campus and local calls. **You must dial the complete 7-digit number for all calls, on or off campus. Dialing 9 is not needed when dialing on or off**