

ETSU Veteran Lounge Use Policy and Procedures:

Certificate of Understanding

The ETSU Veteran Lounge opened in March 2013 to accommodate and show appreciation for Veterans as well as dependents who attend this university. Use of this lounge is a privilege, not a right. Failure to comply with written rules which are included in this memorandum can and will cause a termination of privileges of any student found to be in violation. Respect will be given at all times to any visitors, students, veterans, faculty, and staff present in and around the lounge. There will be zero tolerance for profanity or obscene language or gestures. All rules included in this memorandum as well as all; University rules, State and Federal Laws, and posted rules within the Veteran Lounge must be adhered to at all times.

Access

- 1) Access is only granted to currently enrolled ETSU students who are a veteran or a dependent of a veteran.
- 2) Any student who has been suspended from ETSU will not have access to the VA Lounge.
- 3) Any veteran or dependent who wishes to be granted access privileges to the lounge must complete the following steps:
 - a) Come to the ETSU Veteran Affairs Office located in room 101A Burgin-Dossett Hall and fill out a VA Lounge Certificate of Understanding form. We must have proof that you are a veteran or dependent of a veteran and receiving VA educational benefits. If you are a veteran and are not receiving VA educational benefits, bring a copy of your DD-214 and your student ID.
 - b) Once your Certificate of Understanding form has been reviewed and approved by ETSU VA Staff, you will be able to stop by the ID Services office located on the 2nd Floor of the DP Culp Center, and have your student ID card programmed.
- 4) Once your card is programmed you will be able to swipe it to enter Yoakley Hall at the lower entrance (nearest DP Culp Center). Veterans are encouraged to enter through this lower entrance, which is handicap accessible and provides easy access to the elevator. The Veteran Lounge is located in room 306 (3rd Floor). You will be able to access the Lounge by swiping your card as well. During normal office hours, the VA Coordinator will usually be in room 300 if you have any needs or concerns.
- 5) Anytime your ID card is utilized to swipe for access to the building or to the lounge a record is automatically kept of the day and time you were there.
- 6) Maximum occupancy will be 20 students within the lounge at any given time.

General Guidance on VA Lounge Behavior

- 1) This lounge was graciously paid for and provided by the University as a privilege and a “thank you” for your service. We expect everyone with access to behave as adults.
- 2) There will be no visitors allowed in the lounge area without prior approval by the VA Office.
- 3) Overnight stays are not allowed.
- 4) There will be no lingering in the hallway area, and please do not visit other rooms or floors within the building unnecessarily.
- 5) Keep doors closed. Secondary door (without access card reader) must remain locked in order to ensure appropriate access and proper tracking.
- 6) Disruptive behavior or loud noise will not be tolerated.
- 7) Food is allowed in the lounge area, but it is your responsibility to ensure cleanliness is maintained at all times. If cleanliness becomes an issue, access may be revoked.
- 8) Profane or offensive language will not be allowed at any time.
- 9) There is to be no alcoholic beverages or smoking (to include vaping) in the lounge per university policy. If it is found, those responsible will have access terminated indefinitely.
- 10) Access privileges can and will be revoked if any of the rules and regulations in this memorandum, or posted rules within the lounge are violated.
- 11) VA Work Study students and/or VA Coordinator will monitor the lounge area regularly to ensure that it is clean and that all persons within the lounge are following all rules and regulations.

By signature below I agree that I have read, understand, and will comply with the rules notated within this memorandum. I also understand that failure to do so can result in revocation of access privileges and possible disciplinary action.

STUDENT NAME: _____ E#: _____

SIGNATURE: _____ DATE: _____

VA Staff Authorizing Personnel: Mark Tipton, Elsa Severijn, Paula Hotz, Janelle Monday

SIGNATURE: _____ DATE: _____