Westfield CSI Housing Information and Checklist

General Residential Hall Information

- Students will be living in Courtney Hall, which is Building #12 on the campus map included with this form.
- Use the main entrance to campus located in front of Parenzo Hall (#14) and follow Parenzo Road East around the right side of the building. At the end of that road you will come to a stop sign. Although the map doesn’t indicate it very well, there will be a line of parking spots straight ahead and to the right of the stop sign. Courtney Hall will be in front of you across a small field. There will be signs along the way in front of Parenzo and the parking area to help direct you towards Courtney Hall. It is a short walk across the field to the front entrance of the dorm and the check-in desk will be right in front of you.
- Check in will be from 3:30 – 4:30pm on Sunday, July 22. A short orientation will begin in the Courtney Hall first floor lounge at 4:30 for students to kick off the program – parents do not need to stay for orientation.
- Video cameras are installed in all dorm hallways so activity there may be recorded.
- Dorm rooms are equipped with refrigerators and microwaves – please make sure to empty and clean before leaving.
- Dorm rooms are not equipped with A/C – it is highly recommended that you bring floor or window fans.

Suggested Things to Bring

- Bed Linens - Extra-long twin size including a bed spread, pillow, mattress cover, blankets/comforters, and sheets set.
- Back pack for day trips
- Clothes – Be prepared for various weather conditions, including shorts, pants, sweatshirts, jacket, active wear, etc.
- Desk Supplies – you will be provided with a small notebook and pen, but feel free to bring extra pens, pencils, etc.
- Household Items – hangers, laundry detergent, laundry basket, cleaning supplies, extension cords, fans
- Snack Items - Popcorn, soup, crackers, cookies, chips
- Other Items - Towels/face cloths, toiletries, alarm clock
- Appliances - These items are permitted in student rooms: laptop computers, clocks, fans, hair dryers/curlers, radios, and razors. Please use appliances in the intended manner and turn off items when not needed. Use of surge protector strips is strongly recommended.

Things Not to Bring

We are committed to providing a safe living environment. Based on state health and safety and fire requirements for residence halls, we ask you to help us in this area by NOT bringing the following items into any of our residential areas:

- Candles of any kind
- Desktop Computers
- External antenna/aerial
- Halogen floor lamps
- Heat lamps/heaters
- Hotplates/Hotpots
- Sandwich Makers
- George Foreman grills
- Toaster/toaster ovens
- Weapons
- Other cooking devices
- Large upholstered furniture
- Microwaves (there is a microwave located in all dorm rooms and the common kitchen area)
Additional Important Notices

- We recommend that you do **NOT** bring valuables with you to campus because Westfield State University is not responsible for lost or stolen items.

- Cell phones are allowed but it is required that they are turned off or put on silent during class sessions.

Room Keys

Students will be provided with a key to their dorm room and a key to get into the building. Westfield State University charges $150.00 for lost or stolen keys. If a key is lost or stolen you will be charged $150.00 because we have to replace the locks.