



Residential Guidelines

2009-2010

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This booklet is designed to assist students living in college housing to achieve the maximum benefits of campus living. It is most effective when read at the very beginning of the school year. A wealth of information is contained in this booklet, but it is only useful if regularly consulted.

The student development office



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*Dean of Students
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Dr. Shawn Holtgren
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Janelle Crotser
Women's Perimeter



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Logan and Benton



Josh Hartsell
Oakwood/Slater Hall



Bob Morton
Founders Village



Melody Rensberger
The Lodge



Sara Loucy-Swartz
Founders Village



Lindsey Weber
Shupe Hall

Spiritual Life

Bible studies and discipleship groups will be conducted in every hall. Times and locations will be posted. Ask your resident assistant or resident director for more details.

Because **chapel** is an important part of your education at Bethel College, attendance at chapel is mandatory. You should keep track of your chapel misses to avoid problems. If you need to be excused from a chapel service for any reason (illness, doctor's appointment, funeral, etc.) **after you have used your excused absences**, please contact the student development office immediately.

Vesper services are held on Wednesday evenings at 9 p.m. Vespers is designed to see Bethel's student body develop a hands-on faith that experiences the power of God's Spirit in their own lives, consequently being instruments of peace to the greater community. Attendance is also taken at the vesper service. You may use your attendance at the vesper service to make up a missed chapel service for that particular week.

Spiritual Emphasis Week is scheduled during the fall semester. A guest speaker is invited to speak at chapel services each morning and Monday through Thursday evenings. Attendance at the morning sessions is required. Attendance at the evening services is encouraged. Class schedules will be altered to accommodate the extra services.

The **World Christian Action Conference** is a three-day conference during the spring semester that emphasizes God's work and mission throughout the world. A guest speaker is invited to speak during these chapel services, and representatives from various missions organizations offer students a variety of seminars to attend.

A **Deeper Life Series** is scheduled during the spring semester to emphasize the work of the Holy Spirit in the life of the believer. Services are scheduled over a three-day period featuring a guest speaker.

Residential Guidelines

- Do** follow social etiquette and respect other residents.
- Do** keep volume down on radios, stereos and in conversation.
- Do** make sure that you keep your room key and your access card (for students who use access cards for entry to their building) with you at all times.
- Do** make sure that no posters suggest an “R” rating.
- Do** use the storage area for appropriate items (not empty boxes) during the school year as approved by your RD. The storage area during the summer is to be used only by students who reside longer distances from campus. There is no storage on campus for furniture, carpeting or other large items.
- Do** turn in check-in forms shortly after moving in and check-out at end of the school year.
- Do** immediately remove recycling or trash dispensers from the street on the day trash is picked up. Not doing this may result in a \$25 city fine.
- Do not** dismantle college-owned furniture or remove it from rooms.
- Do not** store bicycles in apartments, rooms or hallways.
- Do not** use your roller blades, skateboards, footballs, soccer balls, water pistols, etc. in the residential halls.
- Do not** use computer bulletin boards for “R-rated” purposes.
- Do not** sunbathe publicly in two-piece swim suits.
- Do not** use charcoal grills because of the mess and greater potential for fires. In Perimeter and Logan Village housing only gas grills are allowed. Gas must be stored outside of all buildings. Grills must be placed away from flammable materials including grass, wood and siding. Any damage to buildings is the student’s responsibility.
- Do not** Expect belongings to be stored for students who are not returning to campus housing. A student’s residential hall damage deposit may not be returned if this guideline is not followed.

2008-2009 Residential Hall Calendar

Fall Semester

2009

Saturday, August 22

Residential halls open at 9:00 a.m. for new students.

Tuesday, August 25

Residential halls open for returning students. First meal served to returning students is Tuesday lunch.

Thursday, August 27

Classes begin.

Thursday, October 15

Fall Break. Last meal served Wednesday evening.

Wednesday, November 25

Thanksgiving holiday. Last meal served Tuesday evening.

Monday, November 30

First meal served is breakfast.

Friday, December 18

Christmas vacation. Last meal served Friday evening. Residential halls close on Saturday at noon. **On-campus housing unavailable during Christmas break.**

Spring Semester

2010

Tuesday, January 5

Residential halls open at 9:00 a.m. First meal served is lunch on Tuesday, January 5.

Thursday, January 7

Classes begin.

Saturday, February 27

Spring Break. Last meal served Friday evening. Residential halls close Saturday at noon. **On-campus housing unavailable during spring break.**

Sunday, March 7

Residential halls open at 1:00 p.m. First meal served is dinner on Sunday, March 7.

Thursday, April 1

Easter Break. Last meal served Wednesday evening.

Monday, April 5

First meal served is breakfast.

End of Semester

Friday, April 30

Residents and possessions must be out of residential halls by noon on Monday, May 3. The last meal served is brunch on Saturday, May 1. Any person whose possessions are not removed by noon, Monday, May 3 will be assessed at the current weekly rate.

Residential Hall Policies

Residential hall life is an important aspect of the Christian academic community that Bethel College seeks to foster. It is for educational and developmental reasons that unmarried, full-time students under the age of 21 and not living with parents are required to live in the college residential housing and participate in the meal plan. Students under 21 who have lived on campus for four semesters may apply to move off campus before their fifth semester. Housing preference is given to single students ages 18-24 and international students receiving scholarships from the college.

Rules and Regulations

The following state law requirements and college regulations have been developed to maintain an appropriate physical and social environment for the mutual benefit of all residents:

- A. Tampering with fire fighting equipment and/or alarms is a civil offense and will be treated as a serious disciplinary violation of Indiana State law. Their misuse on campus shall result in a fine (\$50 minimum). Charges by the Fire Department to the college for false alarms will be assessed to the responsible parties. Failure to exit the residential hall during a fire drill will result in a fine of \$50.
- B. Entrance or exit from the residential halls through windows or other unauthorized exits shall incur a \$25 fine. This constitutes a breach of security and shall be viewed seriously.
- C. The college accepts no financial responsibility for damage, destruction or theft of any personal property of residential hall occupants. All such incidents must be reported to the resident director. Students are urged to make individual insurance arrangements.
- D. In-hours for all men and women residents are Sunday through Thursday: 12:30 - 6 a.m. and Friday and Saturday: 2 - 6 a.m. Late permission may be obtained only by requesting it in advance from your resident director. **Specific quiet hours are from 11 p.m. - 7 a.m.**
- E. Students must return by regular curfew hours. Overnight visits to parents' homes shall not be restricted. For emergency purposes, notification for overnight visits must be given to your resident director. (See **Curfew Enforcement Procedures** on page 16.) Students are not permitted overnight visits in the following circumstances:
 1. Where curfew is purposefully avoided.
 2. Where a member of the opposite sex is present for any part of the overnight experience.

3. Anything else similarly inappropriate.
- F. Standards of good public manners should be carefully observed at all times. Excessive public display of affection is considered in poor taste. When necessary, resident directors and assistants will counsel students regarding their conduct.
 - G. Students using VCRs, DVD players, computers or cable television on campus must do so within the following guidelines: films and video games rated R, X, unrated and NC 17 are prohibited. Any violation of this policy will result in the loss of equipment usage.
 - H. The following are not permitted in residential halls and may result in fines and/or other action:
 1. Tampering with locks in student rooms and other areas or altering college keys. (Unauthorized possession of a college key may result in suspension.)
 2. Outside installation of radio or TV antennas.
 3. Parking of bicycles or motor vehicles except where authorized. Bicycles may be stored only in designated areas with resident director's permission.
 4. Removal of windows or window screens, or dropping of objects from windows.
 5. Commercial activities, solicitation or advertisement except by approval of the student development office.
 6. Possession, use, sale or distribution of narcotics, illicit drugs, alcoholic beverages or tobacco will result in disciplinary action and may result in suspension and criminal prosecution.
 7. Gambling in any form.
 8. The burning of candles or incense in the residence halls.
 9. Student possession of firearms, fireworks or explosives, including components for fabricating explosives.
 10. Possession and/or display of obscene or suggestive clothing, posters, pictures or literature not in harmony with the Christian philosophy and goals of the college. Student

development personnel reserve the right to confiscate and dispose of inappropriate material.

11. Vandalism or willful destruction of college property.
 12. Pets, except fish, in the residential halls.
 13. An unkept room that presents health violations. Random health checks will occur during the school year.
- I. A member of the opposite sex is not allowed to enter hallways or visit in the student rooms, a residence or apartment designated as student housing, except as per the “Open Dorm” guidelines on page 15.
 - J. Students abusing dining room privileges are subject to having their meal contract revoked and possible further discipline.
 - K. A residential hall damage deposit of \$100 is required of every student residing on campus. The unused portion will be returned when the student permanently moves off campus.
 - L. If damages are incurred and the hall damage deposit drops below \$100, students must replenish the account so that the account equals \$100 before they will be allowed to move into the dorm room the following school year.
 - M. Certain appliances are acceptable in residential hall rooms (TVs, computers, refrigerators up to 3.5 cu. ft., stereos, etc.). No appliances with exposed heating elements (space heaters, hot plates, “George Foreman” grills, etc.) are allowed.
 - N. Students must use Bethel phones. Cordless phones cause interference with wireless computer hook-ups. Do not put holes in walls or desks to hang phones. Leave phones where they are. Answering service will not be provided; however, students may install their own answering machines.
 - O. Changing rooms during the semester is discouraged and may only be accomplished with the approval of the resident director.
 - P. A storage room may be available for limited storage of some personal belongings. Items left in storage after leaving Bethel College are considered forfeited.

Q. All students are required to pick up their room keys from the maintenance office. They will sign a key card, which is kept on file, and they will have a \$25 key deposit charge placed on their bill. This deposit will be refunded when they leave Bethel and return their key to the maintenance office. Keys may not be exchanged between students when a student changes rooms or leaves Bethel College. If a key is lost or stolen, the \$25 key deposit will not be refunded and in order to obtain another key a student will have to pay another \$25 deposit.

R. Authorized personnel may enter a student's room for reasons of health, safety, and general welfare or to make necessary repairs to the room or room equipment. Insofar as possible, advance notification in these instances will be given. No room will be searched except by approval of the administrator in charge or his/her representative. "Reasonable cause to believe" (not the protected criminal law standard of "probable cause") is justification for search by college officials. A student who lives in campus housing waives objection to reasonable searches by superiors charged with responsibility of maintaining discipline and order.

S. Students are responsible for the conduct of their guests on campus. (Commuter students staying overnight in the residential hall are considered guests.) A guest may stay in a resident's room without charge for a maximum of three nights per semester. There is a charge of \$10 per night beyond the third night. Guests staying in residential halls must be registered with the resident director. Guests must abide by the college's policies.

The three-night maximum stay also applies to current residential students staying in rooms other than their assigned rooms.

T. During semester break and spring break the residential halls will be closed. Residential halls will close at noon the day after the final day of classes or exams and will reopen as posted the day before classes begin.

U. Students who move into residential halls prior to the move-in date established by the college at the beginning of each semester will be assessed a \$50 per day early fee.

V. Students may not remove college furniture from rooms for any purpose.

- W. Failure to participate in mandatory emergency procedures (i.e. fire drills) will result in a fine of \$50 and/or other action.
- X. Health checks in each residential hall will be conducted regularly. You will be given 24-hour advance notice before your room is checked. If your area does not pass health inspections, you may immediately be fined. This \$25 will be taken from your room deposit.

Hall Damage Accountability Policy

1. Students desiring to reserve a room are required to pay a \$100 residential hall deposit to the student development office. A fee for any room damage, including that incurred to room doors, will be assessed to the guilty party(ies) and deducted from his/her room deposit. An additional fine may be assessed if the damage is determined to be malicious. If this person(s) remains anonymous, then the person(s) living in the room will be responsible for the repair and his/her (their) damage deposit will be assessed.
2. A fee for any damage done in the hall will be assessed to the party(ies) causing the damage and will be deducted from his/her (their) room deposit. If this person(s) remains anonymous, then the person(s) living in the room will be responsible for the dismantling and his/her (their) damage deposit will be assessed.
3. A fee for any damage done in the hall inclusive of telephones, smoke detectors, fire extinguishers, drinking fountains, computer equipment, carpet and light fixtures will be assessed to the party(ies) causing damage and deducted from his/her (their) damage deposit. If the guilty party(ies) remains anonymous the cost of the repairs will be divided equally among the various residents in that hall.
4. A fee for any damage done in the communal bathrooms will be assessed to the guilty party(ies) and deducted from his/her (their) room deposit. In the case where the guilty party(ies) remains anonymous, the residents of the entire floor will divide the costs of repair equally and have that amount deducted from their damage deposit. In the case of anonymous damage to a bathroom in a suite, residents in both rooms will equally divide the repair costs and have the amount deducted from their damage deposit.
5. In the case that anonymous damage occurs in any other area of the residential hall not associated with one particular floor, unless it is

positively determined that the guilty party was a nonresident, the cost of repairs will be equally divided among the residents of the entire hall and deducted from individual damage deposits.

6. If at any point the guilty party(ies) admits to the damages, monies deducted from other residents' damage deposits will be returned. If any damage exceeds that of an individual's damage deposit, his/her account will be properly assessed. Failure to pay once responsibility has been established could lead to filing of criminal charges.
7. Room checks will be conducted by the resident director any time a student changes rooms or moves off campus and will determine any damage that has gone undetected during the year. A final room check will be made at the end of the year when students check out to determine cleanliness. Any custodial work required beyond the normal "end-of-the-year" cleaning will result in a deduction from the damage deposit.
8. The procedure for filing a damage report in the residential halls is as follows:
 - a. Resident directors fill out a hall damage report and determine who will be assessed charges. The damage report is turned in to the student development office.
 - b. The student development office will send the report to maintenance personnel to determine the cost of repairs.
 - c. The student development office informs the involved student(s) of the financial assessment and sends a copy to the maintenance office.
9. Damage deposits will be returned to students following proper check-out procedure when they graduate or will not be living in the residence halls the following semester. A student who vacates a room for the summer with the intention of reserving a room for the fall semester must leave his/her damage deposit with the school. Withdrawing a damage deposit over the summer forfeits the right of a room reservation in the fall.

Residential Staff Roster

LOWELL HOUSING	Name	Room#	Phone#
Resident Coordinator	Janelle Crotser	LOGN1706	28146
BENTON STREET			
Resident Director	Alex Gonzalez	LOGN 1620	28526
Resident Assistant	Robbie Hamman	Benton Up 2	28867
BRENNEMAN HALL			
Resident Director	Bob Morton	BREN 101	28843
Resident Assistant	Grey Huston	204	28722
DONALDSON HOUSING			
Resident Coordinator	Janelle Crotser	LOGN1706	28146
Resident Assistant	Juliette Smith	1008	28460
EASTWOOD HALL			
Resident Director	Sara Loucy-Swartz	EGLE 104	28844
Resident Assistant	Rachel Dively	101	28850
EBY HALL			
Resident Director	Sara Loucy-Swartz	EGLE 104	28844
Resident Assistant	Cari Spaulding	EBY N	28701
EGLE HALL			
Resident Director	Sara Loucy-Swartz	EGLE 104	28844
Resident Assistants	Hannah Cramer	204	28782
	Mandy Cripe	301	28785
LAMBERT HALL			
Resident Director	Sara Loucy-Swartz	EGLE 104	28844
Resident Assistants	Charity Lane	101	28755
	Samantha Hartsaugh	301	28765
MANGES HALL			
Resident Director	Travis Beam	224	28715
Resident Assistants	Lucas Grudda	252	28641
	Jeff Hardman	262	28624
	Preston Halley	352	28667
	Reed Lyons	362	28661
OAKWOOD/SLATER HALL			
Resident Director	Bill Bemis	214	28350
Resident Coordinator	Josh Hartsell	215	28362
Resident Assistants	Zach Salazar	113	28314
	Stan Marks	116	28300
	Mackenzie Borst	313	28414
	Eli Reichenbach	314	28401

LOGAN HOUSING

Asst. Resident Director	Janelle Crotser	LOGN1706	28146
Resident Director	Alex Gonzalez	1620	28526
Resident Assistants	Tim Arnold	1604	28889
	Jon Blessing	1614	28886
	Vathanak Heang	1626C	28873
	Lydia Chapman	1714	

LODGE

Resident Director	Melody Rensberger	107	28145
Resident Assistants	Jamie Silveus	101	28105
	Rebecca Hertzberg	201	28114
	Amy Mahler	301	28123

RAMSEYER HALL

Resident Director	Bob Morton	BREN 101	28843
Resident Assistants	Chuck Zook	104	28737
	Drew Bishop	304	28747

SHUPE HALL

Resident Director	Lindsey Weber	202	28842
Resident Assistants	Courtney Chapman	102	28167
	Korey Hostetter	111	28154
	Holly Weaver	210	28217
	Michelle Mason	215	28207
	Leah Smith	308	28266
	Bethany Myers	315	28257

TUCKEY HALL

Resident Director	Julie Beam	224	28715
Resident Assistants	Karleen Hallock	108	28508
	Jordan Robbins	119	28518
	Kendra Stutzman	208	28532
	Allison Sprunger	219	28544
	Jessica Smith	308	28558
	Rachel Reinders	319	28570

Residence Assistants (RAs)

Resident assistants are in the halls for your benefit. Each day an RA will be on duty. You will know who is on duty by consulting the duty board and calendar located in the lobby or by the resident director's door.

- Do** contact the RA in case of a medical emergency or problem.
- Do** contact the RA in case of a security concern or problem.
- Do** contact the RA if you are leaving campus for the night.
- Do** contact the RA with any questions.
- Do** feel free to contact the RA for prayer concerns or needs that arise.

“Open Dorm” Guidelines

“Open Dorm” is the only time that visitors of the opposite sex are permitted in the residential halls. This is a privilege which should not be abused. Any abuse can and will result in the removal of “Open Dorm” privileges.

“Open Dorm” is designed to give an opportunity to fellowship with other students by playing games, watching movies, talking, etc.

“Open Dorm” applies to the common living areas only.

Do make sure that the door to the room or apartment is fully open.

Do make sure that a ceiling light is on in the room/apartment.

Do make sure the blinds to the living rooms in Logan Village and Perimeter housing are open.

No making out, overlapping or blanketing permitted.

“Open Dorm” hours are as follows:

Men’s Residences	Friday & Sunday	6 – 12 p.m.
Women’s Residences	Saturday & Sunday	6 – 12 p.m.

All visitors utilizing “Open Dorm” hours must leave the apartments and hallways by midnight and the building by curfew. Any violation of the “Open Dorm” policy will result in the loss of “Open Dorm” privileges for the room and persons involved for a period of up to 30 days. A second offense of the “Open Dorm” policy will result in loss of visitation privileges of up to one semester and additional punitive action. **Three violations of the “Open Dorm” guidelines within a residential hall in one semester constitutes consideration of curtailing these privileges for all residents in this facility.** A formal review by student development will determine consequences.

LOUNGE HOURS

Shupe

Daily Noon - midnight

Founders Village, Logan Village, Houses and The Lodge Lounges

Monday – Friday 6 p.m. - midnight

Saturday – Sunday Noon - midnight

Sailor Residence Center – Lobby and Acorn

Daily Until Curfew

Curfew Enforcement Procedures

Rationale: *As a Christian community, Bethel College values the sense of community enhanced by living in a group setting. Such a setting embraces personal accountability, mutual respect, and adherence to community guidelines. Inherent to these guidelines is a standard curfew: 12:30 a.m. on Sunday through Thursday nights and 2 a.m. on Friday and Saturday nights. By signing the college's Lifestyle Covenant, a student is committed to living within Bethel's stated regulations.*

As a means of enforcing curfew, the following procedures are established on a semester basis:

1. **Level One Violation** (less than one hour late) – Warning from RD.
2. **Level Two Violation** (second violation or beyond an hour late) – Meet with RD to devise a strategy for rectifying what may become a pattern.
3. **Level Three Violation** (third violation or first violation in which student stays out all night) – Punitive action involving two hours of community service (e.g. Clean residence halls, community restrooms, common areas, lounge, etc.)
4. **Level Four Violation** (fourth violation or following a Level Three Violation) – Suspension from residential hall for one to three days as determined by RD and dean of students.
5. **Level Five Violation** (sixth violation or following a Level Four Violation) – Suspension from classes for one to three days as determined by the dean of students and associate vice president for student development.
6. **Level Six Violation** (sixth violation or following a Level Five Violation) – Removal from residential hall for remainder of semester following meeting with the dean of students and associate vice president for student development.

7. **Accessories to a Curfew Violation** – Students who assist curfew violators by allowing offenders access to the residential hall through a locked door or window will be assessed a Level Three Violation, unless they report the offenders immediately.

ID/Access Cards

The student development office issues ID/Access cards when a student first attends Bethel College. In addition to a means of identification, the cards are used for checking out books in the library, scanning for meals in the cafeteria and for access to applicable residence halls. The cards can also be used by students at the following libraries: Notre Dame, St. Mary's, Holy Cross, IUSB and Associated Mennonite Biblical Seminary.

Residential halls are not accessible with ID cards during semester and spring breaks.

A \$10 fee is charged by student development to replace cards that are lost, stolen or damaged due to negligence.

Housing Request Forms

Housing registration forms will be distributed each spring so that you may request roommates for the following fall semester. Please be aware of the following guidelines:

1. Students who will be on study trips in the fall should not be requested as roommates.
2. Priority in placement will be given to those who have four persons (or number indicated for the unit) to a room.
3. Your failure to select a roommate requires the college to select one for you and may result in the inability to assign you a housing space.

Check-in/Check-out Procedures

When you are assigned to a room or apartment you are responsible for the care of the room and furniture. Thus at check-in, you are given a check-in form and are expected to check the room for existing damage and return it immediately to your resident director. The same form that you use when you check in will be used when you check out in the spring.

When you move out of your room you must check out with your resident director. You need to check out if you are changing rooms on campus or if you are withdrawing. Failure to check out will result in forfeiture of your deposit and may result in additional cleaning fees.

Please make sure when you check out that your room and furniture are thoroughly cleaned. Items left in storage after leaving Bethel College are considered forfeited.

Check-out procedure is as follows:

1. Go to campus safety to turn in your key (exchange key if changing rooms).
2. Your resident director will use your check-in form from the fall to assess damage when you check out.

Key Return Procedures

1. A separate “Key Returned” form will be given at the time a key is returned to campus safety. An additional \$25.00 fine will be applied to a student’s bill if a key is lost or not returned. The key must be returned to campus safety before a check-out can take place. In other words, the student brings the key return form to his or her RD before the checkout proceeds. Without the form, a “lost key” fine is in effect. The student is also at risk of losing his/her dorm deposit in the case that a key is not returned.
2. RDs are to be aware of students who have lost their keys. RAs will report students without keys to their RD. After a period of time, students without key will be required to get new keys. The RD is expected to monitor this closely.
3. The key department will have a list of students whose deposits have dropped below the required minimum amount. Those students are not allowed to move into their residences until the deposit is returned to the \$100 amount.

Early Withdrawal

If you withdraw from classes before the end of a semester, you must check out of the residential hall within 48 hours of withdrawing (follow the procedures on previous page). The college will not permit anyone to live on campus when they are no longer attending classes.

Cleaning Responsibilities

Dismantling furniture must be done by maintenance employees and may take place only at the beginning of each semester. **Residents are not allowed to remove/dismantle college-owned furniture from their room/apartments, and risk a fine for doing so.**

The college will provide toilet paper, light bulbs (for college-owned fixtures) and some cleaning supplies for all residents. Check with your resident director.

Dormitory Residences

You are responsible to keep your room orderly and clean.

- Do** put your trash in a bag and place it in the dumpster outside of the building.
- Do** keep your hallways free from shoes and personal items.
- Do** wash your clothes and bedding in a timely fashion before your room begins to take on an offensive odor.
- Do** make sure that your floor can be seen and is not covered with books, clothes, food, etc.
- Do** make sure that your microwave and refrigerator are wiped out at least weekly.
- Do** make sure that all furniture is dusted or wiped off.
- Do** make sure that your floor is swept. Students who bring carpeting are responsible for providing their own vacuum cleaners.

Suite Style Rooms

- Do** make sure that your bathroom is cleaned at least weekly.

Recommendation: Make a cleaning schedule for the bathroom. Assign one person per week for cleaning duties. You may use the schedule provided if you wish.

Requirement: Clean the toilet, sink, shower and bathroom floor with the cleaning supplies provided. If you should run out of supplies, contact your resident assistant.

Individual Style Rooms

Do make sure that you do not leave personal items in the community bathroom.

The community bathrooms will be cleaned regularly by housekeeping personnel.

Apartment and House Residences

You are expected to keep your apartment in a neat and clean condition. This means that dishes should be washed and put away daily, the floor should be free from clutter and food containers and trash should be disposed of properly.

The first floor south (back) exits in Founders Village and the Lodge first floor exit are equipped with an alarm and should be used for emergency exits only.

Bathrooms

- Shower: Use bathroom cleaner and sponge on walls.
Use bathroom cleaner and brush on floor.
- Sinks: Use bathroom cleaner and sponge.
- Stool: Use bathroom cleaner and toilet brush.
- Floor: Sweep with broom and mop with cleaner.
- Mirror: Use glass cleaner and paper towel.

Kitchen

- Refrigerator: Wipe out with sponge and cleaner.
- Stove: Clean off burner drip pans with soap and water.
- Cupboards: Wipe out as needed with sponge and cleaner.
Keep clear of food crumbs.
- Floor: Sweep with broom and mop with cleaner.

Bedroom & Living Room

- Floor: Vacuum and treat spots with *Resolve* cleaner. Please notify your resident director of any spots you cannot remove immediately. Housekeeping has a spot remover kit which can be used.
- Furniture: Dust or wipe off.
- Halls: Keep free of personal items including shoes, shelves, bikes, etc.

It is recommended that you use a cleaning schedule to rotate responsibilities among all occupants. This will also ensure that all responsibilities are completed weekly. For example, you could divide up the responsibilities as follows:

1. Bathroom – clean shower, sinks, stool and mirror.
2. Kitchen – clean refrigerator and stove.
3. Bedroom and living room – sweep floors and dust.
4. Floors – mop bathroom and kitchen floors.

Laundry Procedures

Laundry facilities are available in campus residences. Washing machines and dryers are free.

- Do** remove your items in a timely fashion from the machines.
- Do** clean up detergent spills.
- Do** clean out the lint trap and throw away dryer sheets after each use.
- Do** clean up detergent spills.
- Do** follow posted use instructions.

Cable Television

Residents in Founders Village, Sailor, the Lodge, Logan Village and the Perimeter houses who wish to have cable TV hook-up may do so by contacting Comcast Cable (574-271-1284). One resident in each apartment must put the cable in his/her name. Students may order one of two options: basic and expanded basic. HBO, Cinemax, Showtime and “R” or “X”-rated “Pay-per-view” movies may not be viewed.

Campus Technology

While Bethel College does not regularly monitor internet postings and individual usage, students are responsible for alleged images and/or verbiage violating federal, state or local laws and college regulations/filtering policies. Due to legal culpability, the college’s computer system allows for institutional filtering, blocking and tracking of inappropriate Web sites.

In accordance with the college’s mission and philosophy, and in an attempt to maintain institutional integrity in regards to media use, MySpace is amongst blocked/filtered Web sites which are not accessible through Bethel’s campus internet service. The basis for this action is (1) objectionable content, and (2) band width implications.

Other social networking sites (i.e. Facebook) are accessible on campus.

Maintenance

If you have a mechanical problem in your room, contact your resident assistant or resident director. He/she will contact the appropriate department for repair or assistance.

Contact your RA or RD for the following: light bulbs for college-owned fixtures, cleaning supplies, toilet paper, telephone problems, internet problems or if you are locked out of your room.

Do not contact the maintenance department yourself for a request. All requests must go through your resident director or resident assistant first.

Campus Safety

The campus safety personnel are available 24 hours a day. You may contact them from a campus extension at #73500 or from an off campus number at 292-8100. (If you do not have a phone that has a campus extension, you will need to dial the 292-8100 number.)

Campus safety personnel are available to assist you at any time. Please do not hesitate to contact them. For example, they are willing to escort you from the Art Center to residential halls late in the evening. They are willing to check into any suspicious or abnormal situations you encounter.

Safety Committee Guidelines

The following guidelines have been set by the safety committee to prevent the overload of electrical circuits in some of the residential halls and to aid in fire prevention. Your cooperation is appreciated.

- All electrical devices in excess of two per outlet must be plugged into a 15 amp circuit protected by a power strip. Surge protection on the power strip is optional.
- All extension cords must be the heavy duty type (no light weight extension cords).
- One refrigerator per room/apartment.
- Fans, lights, CD players, computers and TVs need to be turned off when you leave the room.
- Nothing may hang from or be set on the heating pipes that run along the ceilings in some of the rooms, or hung from fire sprinkler piping and devices or other mechanical equipment or systems.

Parking Guidelines

Students are required to register all vehicles with Campus Safety. Residential students will be given special residence permits that will indicate lots in which they are to park. Freshman residents are not permitted to have cars on campus. Those who have been given an exemption will be given permits beginning with the letter “F.” Those students are required to park along the north fence in the Wiekamp parking lot.

Residential students will have permits with numbers beginning with the letter “R.” Only students with “R” permits are allowed to park in the Founders Village, Shupe and Eastwood lots, in front of Oakwood, Logan Village or the Lodge parking lot.

- Do** make sure that you park your vehicle only where you are permitted to park. Tickets are given for parking in faculty/staff areas, visitor areas, no parking zones and for other parking violations.
- Do** make sure that you stop at all stop signs.
- Do** lock your car.
- Do not** drive or park on the sidewalks and grass.
- Do not** park near mailboxes or driveways.
- Do not** park in fire lanes or handicap parking spaces (unless necessary hang tags or plates are in place).

The campus speed limit is 10 mph.

BETHEL COLLEGE FORWARD, WITH CHRIST AT THE HELM
I N D I A N A 

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