

# **17<sup>th</sup> Street Student Center**

## **Student Center Policies**

### **Statement of Purpose**

The 17th Street Student Center exists to be a center for Christian fellowship and discipleship, engaging a community of Christian students and encouraging practical application of biblical principles.

### **17th Street Student Center Policies**

The following statements are designed to provide general guidelines for the behavior expected of the residents of the 17th Street Student Center.

Residents should:

- Understand and respect that the 17th Street Student Center is a Christian community.
- Maintain high moral and ethical standards
- Contribute positively to the community in speech & action
- Be upstanding, law-abiding citizens
- Be mature, responsible, forthright, and honest
- Be involved in the house community and committed to building relationships among housemates
- Be 18 years of age or older
- Adhere to rules, regulations, and handle conflict in a mature manner
- Comply with reasonable requests made by staff & fellow residents
- Meet payment schedule for rent due by the 5<sup>th</sup> of each month
- Complete house chores on time each week with a picture sent to RA
- Respect the diverse backgrounds of those that are different from them
- Monitor & accept responsibility for behavior of their guests

Residents are expected to abide by all 17th Street Student Center policies. Failure to follow 17th Street Student Center house policies, including any amendments made after the student became a resident, may result in that student's inability to remain in the 17th Street Student Center.

In situations not covered by specific regulations a student's conduct should be consistent with that expected of a mature Christian individual.

### **Approval Process for Residents**

The following must be completed for consideration as a resident:

- Meet with an RA, House Director or Directors (if possible, in Person)
- Fill out Online Application

- Pay \$100 application fee/background check

Applications will be reviewed, and you will be notified of a result. It normally takes three to four business days to process the background check.

**Note:** Applicants with prior felonies will be referred to the Board for further consideration which may delay the approval process.

### **Church Attendance**

Residents are encouraged and recommended to attend a Bible believing and teaching church on a regular basis.

### **Kitchen**

It is the responsibility of each resident to use their own dishware (plates, cups) Some cooking utensils, pots and pans are provided by the 17th Street Student Center. Each student is responsible for providing their own groceries, cooking, cleaning after their own meals. All dishes must be cleaned up within thirty minutes of your meal being cooked. Clean all utensils, pots and pans, and silverware. Failure to do your dishes will result in a \$10 fine per time.

Residents are responsible for immediately cleaning up after themselves by:

- Wiping down stove, sink, counters and tables
- Clean all dishes used & put dishes away
- Clean microwave if used
- Clean up spills on stove, leftover food & crumbs on floor
- Items used for cooking should be removed after use.

Dishes and opened food left in kitchen for 10 hours will be removed by staff and discarded. As a safety precaution, do not leave food or tea that is cooking on stove or oven unattended. Food in refrig & freezer need are to be labeled with your name.

### **Kitchen and Food Storage**

Each student will be assigned a space for the storage of their personal utensils and food. You must keep your area clean, dispose of spoiled food or drinks. Spoiled or expired food in freezer or refrig may be disposed at the discretion of staff. Food and drinks that will not fit on your shelf may be stored in your room, but must kept off the kitchen floor. Only 1 small appliance labeled with your name may stay on kitchen counter when in use.

## **Clogged Sinks and Toilets**

When cleaning dishes, do not put any food down the drains or bathrooms. Throw excess food in the trash. Food clogs up the plumbing, causing slow or no drainage. Hygiene products, paper towels and other bulky items should not be flushed down toilets. These items often cause toilets to overflow and create water damage. If a plumber is called to fix any of these problems resulting from any of the practices identified, resident will be charged the repair cost.

## **House Meeting/Floor Meeting**

House or Floor meetings will be held at the notification of the house director or resident assistant on your floor with a minimum of one week notice, unless there is an emergency. Attendance at all House Meetings/Floor Meetings are mandatory and will result in a fine of \$20 if tenant does not attend without prior approval from their Resident Director and Resident Assistant. House Meetings/Floor Meetings are intended to foster a sense of community within the house and to address whatever issues.

## **Communication**

Our main way of communicating with the residents of the 17th Street Student Center is through Facebook Messenger, Facebook group pages, and the whiteboard in the stairwell. Residents are responsible for being aware of these communications.

## **Mail**

Staff are the only people to take mail out of the outside mailbox. They'll distribute mail to the individual mailboxes immediately after bringing it inside. Tenants will only be able to access mail once it has been put in their specific mailbox. Tenants will not touch or handle any mail that is not in their specific mailbox. Residents may sign for or receive packages for delivery to the house and will leave them on the table in the mailroom.

## **Noise & Quiet Hours**

Consideration should be given regarding personal noise at all hours while in the house. Stereos, instruments, talking on the phone etc. must be used in such a way as to not disturb any other tenant within the house.

Quiet hours are between 10 PM and 8 AM on weekdays and 11 PM and 9 AM on weekends. During this time no noise should be audible outside the residents room. Conversation and noise in the bathrooms, hallways, stairwells, and surrounding the building should be kept at a level that will not interfere with students sleep, study, or quiet time.

## **Visiting Hours**

The Resident Halls are closed to non-residents except staff at the following times:

**-Sunday-Thursday: 11pm-8am**

**-Friday-Saturday: 12am-9am**

The Common Areas are closed to non-residents except staff at the following times:

**-Sunday-Thursday: Midnight-7am**

**-Friday-Saturday: 1am-8am**

## **Guests**

Guest is defined as anyone who is present in a room that they are not contractually assigned to. Guests under the age of 18 must remain with the resident always. All guests under the age of 18 must be out of the house by 9pm unless pre-approved by the resident assistant 48 hours in advance. Guests must abide by the same policies of residents.

Guests who wish to spend the night must receive permission by the Resident Director 48 hours in advance. Failure to obtain permission for your guest who stays after hours will result in loss of privilege to have guest stay after hours and if there is a continued breaking of the house guest policy it may lead to a fine of \$50 or possible dismissal from the 17th Street Student Center. Guest must stay in the room of a resident, and any stay exceeding two night will require paying the cost-per-night fee. Guests may stay no longer than three (3) consecutive nights. Residents may have guests no more than five (5) nights a month. Residents are prohibited from giving their rooms keys to guests and propping open their doors. We do not allow subletting of your room at any time. If any evidence of subletting room your contract will be terminated and deposit will not be returned. This is for the safety of the community.

## **Opposite Sex in Rooms**

Members of the opposite sex are allowed to be in the common areas (main area on the first floor, kitchen, dining room) but are not allowed in the dorm room or hallway or basement of a student of the opposite sex (i.e. a female student cannot be in the male student's hallway or a male student's room.) Members of the opposite sex are not to be alone in the basement at any time.

## **Cleanliness**

Rooms are expected to be clean and presentable. This includes but is not restricted to:

- clothes put away
- trash removed
- floors vacuumed

Room and safety checks will occur periodically and can occur without notice to make repairs or conduct maintenance on 17<sup>th</sup> St Student Center. Generally, students rooms

will not be entered before 10am unless maintenance required. The Resident Director and Resident Assistants reserve the right to enter and inspect any tenants room at any time. Fees will be assessed by the resident director for violations. Pest control services are scheduled throughout the year and all rooms will be sprayed inside. Pizza boxes and food containers need to be disposed to avoid pest infections. If pest control must be called due to an infestation, you will be charged for the going rate for the visit.

### **Chores**

Once a week the Resident Assistant will assign chores to keep your hall's restroom floors and common areas clean. Chores typically take less than 15 minutes a week to complete and need to be completed before 5 pm Saturday. Failure to complete your chores will result in a \$10 fine per day.

### **Alcoholic Beverages**

We are a dry house. Consumption or possession of alcoholic beverages on the premises of the 17th Street Student Center property is prohibited by residents and their guests and may result in immediate dismissal without refund.

### **Drugs**

Use, possession, distribution or sale of drugs, narcotics, alcohol, or marijuana by residents or their guests will be ground for immediate expulsion from the 17th Street Student Center without refund. Only prescribed or over-the-counter drugs are allowed.

### **Smoking, Tobacco (including e-cigarettes), Vaping, and Burning**

Smoking and use of Tobacco inside or nearby the 17th Street Student Center is prohibited by residents and their guests at all times. Burning of any substance is prohibited. Smoking and Vaping may occur away from the Student center back by the dumpster, but not next to the building or on the side or back of the building.

### **Firearms, Explosives, Candles, Incense**

Firearms and ammunition are not to be kept or brought into the 17th Street Student Center property. Explosives including firecrackers and dangerous chemicals are prohibited on property. Burning candles and incense are prohibited.

**\*If any of the policies regarding Alcohol, Drugs, Tobacco, or Firearms are broken it will lead to immediate dismissal from the 17th Street Student Center and you will forfeit the return of your deposit.**

### **Pets (excluding fish)**

For the purposes of health and sanitation only fish will be permitted in the residence hall. Fish tanks are to be no larger than ten gallons and must be kept clean. All other types of pets are not permitted.

## **Electrical Equipment**

Students must not use any heating or cooking equipment in their rooms. Use of extension cords without a surge protector is prohibited in rooms. Refrigerators are permitted in your room, if they are 4.5 cubic feet or smaller and do not use more than 1000 watts. Window air conditioners and space heaters are not permitted inside rooms.

## **Personal Property**

### **Release of Liability for lost, stolen, or damaged items:**

17th Street Student Center is not responsible in any way for loss of personal or damage of property due to flood, theft, fire, or negligence on the part of the resident. The 17th Street Student Center is insured for fire and liability, but the residents are strongly recommended to provide their own personal insurance for their protection of their personal property. The 17th Street Student Center insurance will not cover the loss of any personal items that are located anywhere in the 17th Street Student Center. Large sums of money and valuables should not be kept in your room. The best guard against property loss is to keep your door locked. Please report all losses or theft to the Resident Assistant immediately.

We do not allow bicycles to be stored inside. Mopeds and motorcycles are not allowed to be stored inside.

## **Damages and Storage**

You will be responsible to pay for any damages you or your guest cause to the 17th Street Student Center property, furnishings, or equipment. No nails or screws put into the walls or doors. Do not attach things to the walls, doors, windows with tape - use command strip or push pins. Storage of belongings in vacant room or basement will result in \$100 fine. Items left will be disposed. RA's will not mail, hold or store belongings. When resident moves out items cannot be left in hall.

## **Replacement Costs Keys / Unlocks**

Tenants will be charged \$25.00 to replace a lost key.

Tenants will be charged \$85 to replace a lock.

Take the Following Precautions

- Lock your doors and don't leave valuables in your car
- Do not prop open locked doors or fire doors.
- Do not let strangers onto your floor
- Report potentially dangerous individuals to WUPD at 785-670-1153.
- Be mindful when out after dark and stay on well light sidewalks.

## **Floor & Room Access**

All hall doors and room doors must remain locked. Due to fire code, the use of door stopes are prohibited. The Resident Director or Resident Assistant will lock any door that remains unlocked. If you get locked out of your room, you will have to ask the Resident Director or Resident Assistant to let you in your room. You are allowed two free room unlocks per semester, and after that there's a \$10 charge per room unlock.

## **Community Room**

The purpose of the community room is to provide a place for all residents to gather, to watch TV, build relationships, and to do homework at their leisure. Therefore all rated R, unrated, and NC17 movies are prohibited in the community room. Personal game consoles are to be used in the resident's room. Sleeping or napping should occur in your own room.

## **Objectionable Materials**

Residents should not have material that is objectionable from the perspective of the Resident Director, Resident Advisor, or other residents. Residents should be considerate and respectful of your fellow housemates and to be mindful of potential objections. If students find material objectionable, they should communicate with the Resident Assistant immediately, who will then approach the resident owning the material. If the Resident Assistant asks a resident to remove material found to be objectionable, that student hereby agrees to comply with that request within a timeline made by the Resident Assistant or further action will be required.

## **Parking**

Each resident will have one parking spot allowed for them in the lot. The license plate, vehicle make, model, and color must be logged with the house director. Vehicles should be kept in good repair and must have legal plates and registration. The 17th Street Student center is not responsible for damage or theft of vehicles or items left in vehicles.

## **Internet**

Internet is provided for your convenience, but without guarantee of speed or reliability. If your network device is suspect to be causing abnormal, inappropriate, illegal, or excessive network activity or traffic, it may be limited, blocked, or banned from the 17th Street Student Center network. No 'bit-torrent' like sharing or downloading or uploading of illegally shared movies is permitted.

## **Soliciting**

For protection of residents and to prevent interruption of studies, soliciting and selling anything on the 17th Street Student Center is prohibited. Residents encountering a solicitor or salesman are asked to report this person to the Resident Director immediately. Business and money making ventures are not permitted at the 17<sup>th</sup> St Student Center.

## **Severe Weather**

Tornado Warning refuge area is in the basement lounge area. A tornado warning is when a tornado is occurring in the area. Seek shelter immediately. When a tornado warning is issued for Shawnee County that means take cover immediately.

## **Check-Out Procedure**

Thirty days notice via written notice to the Resident Director is required before moving out of the 17th Street Student Center house. Your room must be thoroughly cleaned, including but not limited to:

**Vacuum and shampoo carpet, clean windows, complete any outstanding chores, and clean shelves & furniture. No items or trash will be left in the room or on the 17<sup>th</sup> street student center property. Kitchen food storage and food from the refrigerator and freezer removed. We do not forward mail or ship boxes.**

**Keys must be turned in and room inspected by Resident Director or Resident Assistant before deposits will be (refunded). Make an appointment with your RA 72 hours in advance of your departure.**

## **Conflict Resolution**

Failure to pay fees, or multiple offenses will result in the following procedure.

1. Verbal Warning
2. Written Warning
3. 30 Day Eviction Notice

Failure to conform to house policy during a 30 day eviction time period may result in immediate dismissal from the student center. If a violation occurs and residency is terminated, you will forfeit the refund of your deposit.

If you believe that you have received a warning, fine, or notice unjustly please make a request for a hearing with the Director. That request will be considered by the Board and you will be notified of their decision in a timely fashion.

## **Future Policy Changes**

17th Street Student Center administration reserves the right to add or change any policy when deemed necessary. Students are expected to abide by these changes. Termination of Contract Any violation of the stated regulations may result in the resident being required to leave the 17th Street Student Center and the termination his or her residency permanently. Residents will be notified of changes to the policy and given thirty days to withdraw their contract and residency without penalty if they are unwilling to comply with changes.



# 17<sup>th</sup> Street Student Center

## Financial Policies

### Financial Policy

The prompt and accurate payment of their rent and other fees for 17th Street Student Center dorm is a sign of Christian character and integrity. The financial policy of the 17th Street Student Center is intended to preserve integrity, harmony, and responsibility between the 17th Street Student Center.

### 2024-2025 Rate Plans

12 Month Commitment (Aug 1st to July 31st or May 15th-May 14th)

Administration & Background Check Fee: \$100

Deposit: \$400

Monthly Rent: \$400

School Year (Aug 1st to May 31st)

Administration & Background Check Fee: \$100

Deposit: \$450

Monthly Rent: \$450

Month to Month

Administration Fee: \$100

Deposit: \$500

Monthly Rent: \$500

For current residents: if you would like to switch to an extended rate plan you may secure a lower rate by committing to a twelve-month plan. Past payment differences will not be refunded. You are welcome to continue month-to-month at your current rate plan through the current school year, at which time you may enter a lease agreement or pay the new monthly rates. Partial months will be prorated based on number of days left in the month. School year and 12 month rates require contiguous stay (winter and summer breaks will not be excused from payment. Prolonged absences will require moving out and reapplying with no guarantee of the room being held.

Tenants who have not offered move out notice prior to 30 days before the end of the lease will default to a Month-to-Month agreement at the above rates at the end of their lease.

**Holding Rooms:** If a tenant moves out for an extended period of time, the room will not be held if it is not paid for.

