Table of Contents

Mission and Purpose of the College Houses.................................................................page 3
Theme House Policy Statement....................................................................................page 4
Expectations of House Residents and House Conveners.............................................page 5
Facilities and Maintenance.......................................................................................page 7
  Furniture Policy........................................................................................................page 9
Policy Violations.........................................................................................................page 11
Earlham College and Residence Life Policies............................................................page 14
Appendix A................................................................................................................page 17
  Emergency Procedures
Appendix B................................................................................................................page 20
  Event Registration Policy
Appendix C................................................................................................................page 22
  Programming Budget and Reimbursement Policy
Appendix D................................................................................................................page 23
  Work Order Policy
Appendix E................................................................................................................page 24
Mission and Purpose

Residence Life Mission

“Within the broad context of Principles and Practices, the Residence Life Program is shaped by a view of residence halls and houses as learning environments. The most important learning that occurs outside the classroom takes place between students (Schroeder and Mable, 1994). The nature of the residential program is interactive and integrated to support strong community development. The priority is on student leadership and involvement. Students living out their daily experience in reflective dialogue with peers will support connections as they learn from one another. Students guiding the nature of the program are at the heart of this learning mission.”

Statement of Purpose for Theme Houses

Theme houses are residential housing used to facilitate the fostering of an academic or co-curricular theme on campus. Students choosing to live in a theme house are expected to build intentional community within the house and use their community to enhance the presence of their theme on the wider Earlham Campus.

Statement of Purpose for Friendship Houses

An opportunity for a group of friends to foster intentional community among each other around the ideas of P&P, service, and a concept unique to each group of friends (knitting, bakery, science fiction, etc.). It is expected that each house engages or provides a service opportunity around their concept; friendship houses are, also, expected to uphold P&P within the house and on wider campus.
Theme House Policy Statement

Theme houses are elements of our residential life program that have special connections to our educational program. In many cases they provide special experiences that extend various aspects of our educational program. In others they complement that program by providing opportunities to learn about things for which we do not have a formal education program. Theme houses enable both majors and non-majors with an active interest in a field to live together and explore a theme in a fun and comfortable residential setting. An especially good example of how these houses support and connect to the academic program would be when students who are preparing for or returning from overseas study use the language houses to give them opportunities to use the language on a daily basis. Theme houses must have the following elements in order for continued functioning. Theme houses that fail to meet these standards may be suspended at the discretion of the Office of Residence Life. All must be submitted to the Office of Residence Life and approved by the Director of Residence Life and House Coordinator each year.

- A statement of purpose that is grounded in some aspect of our educational program.

- The commitment of an academic (or administrative at a lesser level) department to support and monitor the program.

- A faculty adviser from the committed department that is willing to work with students in the house on behalf of the theme over the course of the year.

- A commitment to doing outreach activities for the entire community. Houses should feature lectures, receptions, recitals, seminars, special projects and /or language tables in the dining halls for example.

- The house should have written procedures for selecting new residents. Each house must begin each semester at 100% occupancy and end the year at no less than 95%. Houses that are not maintained at this level would have their vacancies filled by the department of Residence Life.

- The house must submit a roster of residents for the upcoming year. Rosters must be submitted according to dates established as part of the annual housing sign-up process. Prior to the beginning of room selection for the following semester.

- House residents must identify and pursue resources available to the house for activities each semester.

- A year-end report/summary of house activities, successes and challenges to be submitted to Residence life by April 30 of each year.

The Department of Residence Life should do an assessment/review of Theme houses every four years in consultation with the Campus Life Advisory Committee. This is done to ensure that the current programs meet the basic criteria set for Theme Houses and to ensure the house is a positive influence on the Earlham Community.

To create a new theme house a department or group of students must apply, with the support of an academic program and faculty member, and submit a proposal to the Office of Residence Life. Applications and guidelines for theme house proposals may be obtained from the office or by contacting the House Coordinator.

** At this time the Office of Residence Life is not accepting new applications for Theme Houses. **
**Expectations of House Residents**

- Uphold Earlham College’s *Principles and Practices*.
- Abide by the Student Code of Conduct and all policies related to alcohol or other drugs.
- Abide by the College’s event registration policies.
- Maintain a clean and healthy living environment in the house.
- Fully engage all aspects of the theme or friendship concept of the house.
- Houses: host at least one academic program, lecture or formal colloquy each semester.
- Theme Houses: determine the house resident roster in partnership with the departmental faculty house adviser.
- Theme Houses: regularly meet or provide written update of house activities to house adviser.
  - House conveners are required in all houses and must attend all meeting convened by Residence Life or the House Coordinator.
- Adhere to the Theme House Policy Statement

House residents may change advisers at semester. Residence Life encourages house residents to try and work through conflicts between house residents, conveners and house advisers. The House Coordinator, other Area Directors (AD) or the Associate Dean may be helpful resources for navigating conflict.

**House Conveners**

Each house must designate one or two house residents at the beginning of each semester to function as the house convener.

**Please inform Residence Life and your adviser (if applicable) of the house convener by the end of the second week of classes.** (September 5th)

**Expectations for the House Convener**

- Serve as the liaison between the house, Residence Life, and appropriate departments (theme houses only).
  - Important things to communicate:
    - Work orders that remain unresolved.
    - Questions about events or other activities in the house.
    - Concerns related to conflict, ongoing cleanliness or other issues that can impact relationships within the house.
- Key coordinator for house activities and programs, with the shared assistance of all residents.
- Assumes responsibility of facilitating the first house meeting (and all subsequent house meetings) where house standards will be established (e.g. house chores divided among the residents).
- Attend the house convener meeting(s) with the House Coordinator in the Office of Residence Life, at a minimum of one month.
- Turn in a report of the activities the house sponsored throughout the last academic year.
  - Please provide a detailed calendar showing dates, times, and titles.
  - Even if your events were not successful include them in your report. Tell us why you think things did not turn out the way you expected.
  - Each house should be able to answer the following questions after each event. Was the goal/objective of the event met? What can be done to improve upon this for future events?
  - These reports will be included in the yearly house evaluation and in determining whether the house will be renewed.
- Help facilitate mediations in the houses.
- Assist houses with program planning and implementation.
- Attend house programs.
Theme House Adviser

- House advisers demonstrate the faculty member and departmental commitment to a thematic house and the house’s mission (or statement of purpose). Advisers are the primary support for thematic houses. The department, office, or program associated with the theme, in consultation with students interested or already involved with the thematic area, select the adviser.

Expectations of the Theme House Adviser

- Provide guidance and support for the house.
- Assist the house in securing funding from the related department or co-curricular club/organization.
- Maintain an awareness of what is happening in the house.
  - Be aware of the physical condition and treatment of the house.
  - Know that all residents are fully participating in all house functions and responsibilities.
- Visit the residents in the house at least once a month.
- Attend the academic event that the respective house is required to host once a semester.
  - We ask this because we want advisers to connect with their house and residents. This allows advisers to communicate their expectations to their residents.
- Have the right to recommend termination of a student’s residence in the house due to the specific resident’s unwillingness to fully participate in house events and processes.
- Attend one meeting per semester with the House Coordinator within the Office of Residence Life.
- Work with the house convener to write the house report at the end of each academic year.
- Maintain regular communication with Residence Life of any ongoing concerns.
- Attend, with the selected event host, meetings related to approval events to support students’ risk management education.
Facilities and Maintenance

Students residing in college houses are responsible for the general cleanliness and upkeep of the house. Each house, with the guidance and help from the house convener, and if necessary the advisor or House Coordinator, must develop and maintain a list of common household responsibilities that will be shared among all house residents. Aspects for which residents are responsible include, but are not limited to: keeping common areas clean, washing and putting away dishes in a timely way, disposal of trash, ensuring trash and recycling are placed in appropriate locations prior to time of pick-up, and overall day-to-day cleaning. Trash and recycling containers must be maintained in accordance with City of Richmond ordinances.

Housekeeping

Housekeeping comes to each house every two weeks. At the beginning of each semester, Housekeeping Services posts a cleaning schedule in each college house. Should you have any questions regarding the cleaning schedule, you should contact Housekeeping. (A schedule has also been provided to the House Coordinator, if you need to know when Housekeeping is arriving to your home).

Housekeepers clean common areas in the house, not individual rooms. It is the responsibility of the residents to clean their own individual rooms. It is the responsibility of the residents to have the house common areas prepared for housekeeping. In order for housekeepers to clean the following must be in order:

A. All personal items must be removed from all commons areas (i.e. shower, sinks, counters, etc.)
B. Dishes must be cleaned and put away before housekeeping arrives.
C. All trashcans in common areas must be emptied before housekeeping arrives.

It is important to pay attention to the cleaning schedule and be prepared in advance. Housekeepers will not move or clean personal items belonging to students. If personal property is left in area housekeeping will be unable to clean the area.

** In case of inclement weather (i.e. – snow, ice, etc.) if Housekeeping cannot safely get to the house due to sidewalks not being shoveled, they will not go into the house.

During each scheduled visit, housekeeping staff will evaluate the condition and preparedness of the house for cleaning. The housekeepers utilize a scale from 0 to 20 that describes the various areas of the house. Any house receiving a score of 10 or below will receive a warning. Should significant improvement not be seen at the next scheduled cleaning (or should repeated low scores occur during any semester), the house will be assessed for excessive mess for each successive low score.

Houses cited for cleanliness under this standard will be fined $50 each week that the condition is not corrected by the house residents. Failure to determine an individual responsible for the condition will result in a common bill.

Housekeeping will only provide the following to each house:

- Vacuum (if carpet is present)
- Toilet Paper
- Trash Bags
Housekeeping does not provide dish soap, mops, sponges, or other types of cleaning supplies. Residents of the College Houses self-select an independent living environment and enjoy a measure of enhanced freedom. As with any other resident of a house, College House residents must take responsibility for sharing the costs and activities of cleaning, such as dish soap, bleach or bathroom cleaning supplies, etc.

Trash and Recycling

Trash collection is available via the green “Rosie Rollers provided at each house and is collected once a week.

ALL COLLEGE HOUSES – TRASH IS COLLECTED ON THURSDAYS

Recycling is available via the blue ‘Richie Rollers’ provided at each house. Recycling is picked up on alternating weeks (every other week) at the same time as garbage. Richmond Sanitation will not empty ‘contaminated’ rollers. Contaminated rollers are those that include trash, un-recyclable items, or are dirty. Once a recycling roller is contaminated, the contents must be dumped into the trash roller.

A list of recyclable items can be found online at:

http://richmondindiana.gov/index.php?option=com_content&task=view&id=56&Itemid=38

There are composting buckets in each of the houses, composting will be picked up on Thursdays, from a member of the Sustainability office. Each bucket should be placed outside the front entrance of your house for pickup. Please consult the compost signs in each house for what items will be collected. If there are any questions, please contact the Sustainability Office.

(If you are missing a composting bucket, please inform the House Coordinator).

Pest Infestation

Residents must immediately report any pest infestation to Maintenance at 765-983-1315. Delaying or failing to report pest issues may result in structural damage or unsanitary conditions. This may further result in all residents being removed for their security or safety at the discretion of Residence Life (in consultation with Facilities).

Grounds

House residents are responsible for keeping the grounds around the house clear of garbage and other items. This ensures that the College Grounds Crew (who is responsible for the condition of the grounds) can maintain the grounds without hindrance or complications. Any question about the grounds should be directed to the College Facilities Department; they can be reached at 765-983-1315. Please respect their hard work by keeping yards, walkways and stairs free of debris and obstructions, including trash and recyclables.

- House residents are expected to move anything off the grounds at the request of any Grounds Crew member. Failure to do so can result in a common billing charge for the entire house.
- Upon receiving a report from the Grounds Crew or community members of excessive trash or debris on the grounds of your house, you will receive a notice from the Office of Residence Life. Residents have 24 hours to address the issue or the house will be fined for Excessive Mess and billed the cost of labor to correct the condition.

Residents are responsible for clearing all snow from the main entrance to the house. A snow shovel and ice melt are provided to each house by Maintenance.

**Furniture and Inventories**

Each house is provided furniture for common areas and for bedrooms. **No interior or indoor furniture is permitted outside of the house, including porches or balconies.** Residents will receive communication if house furniture is found outside of the house and must correct it immediately or the house will be common billed $50 for the fine, plus the labor cost of $50 to move the furniture back into the house.

Residents may use exterior furniture, such as camp chairs, temporarily for exterior activities. All exterior furniture must be placed inside the house at the conclusion of the event or activity, including informal activities or the house may be fined.

To replace or repair furniture, contact Maintenance. Please refer to the “Maintenance Requests” section of this manual for the contact information.

- As previously stated, all furniture provided by Residence Life is *indoor furniture* and not meant to stand the weather and rougher conditions of outdoor life. Should any of the indoor furniture be moved outside, the house will be common billed for the replacement and repair costs.

- Furniture that has been moved from its original location (i.e. where you found it during opening) must be returned to its original location by closing. Failure to do so will result in billing charges. When furniture cannot be accounted for, the replacement charge is billed to house residents.

- All personal furniture (i.e. furniture not supplied by Residence Life) must remain inside the house and be removed from the house by closing. Any furniture left behind becomes the property of Earlham College. If any of the furniture requires disposal or removal from the college, it will be billed to the previous residents.

**Storage**

- **Students are NOT allowed to store personal items in College owned houses over summer break** (this includes basements, garages, attics, closets, etc.). Any item left will either be removed at residents’ expense or the College will assume ownership of items.

- Any items that are left in a common area, such as kitchens or libraries, must be packed away safely and removed from the house to ensure the security of the items from year to year. **The College does not provide cooking supplies, such as pots and pans or flatware.**

- Garages are not for student storage. These areas are designated for usage by Maintenance for Temporary or overflow storage of College furniture. Items found in these locations will be removed at the resident(s)’ expense.

- If you are wishing to store items at the College over summer break, the College provides designated storage locations. To store at the College your items must be in a box (not chest, not a fridge, not a bag, etc.) **no bigger** than 20”x20”x20” boxes. Please reference the College Storage Policy for our specific storage locations.

- Designated storage hours occur at opening and closing of each year. If you need to access storage during the academic year, please contact the Office of Residence Life to coordinate a time and meeting location.
House Inspections

Twice a month, the House Coordinator will make a visual inspection of the interior and exterior of the house. The primary purpose of the inspection is to look for items that need the attention of Maintenance. However, any policy violations observed during the visit will be documented and addressed in accordance with The Student Code of Conduct. During this inspection, the House Coordinator will be checking all common areas of the house. Common areas include all spaces of the house except student rooms.

From time to time, in addition to inspections by the House Coordinator, Area Directors, Assistant Deans, Associate Dean, and/or other appropriate college faculty/staff may make an unannounced house visit. While the primary purpose is to visit with residents or examine facility related issues, any policy infractions found will be documented and addressed in accordance with The Student Code of Conduct.

During winter break, a more comprehensive inspection will occur in the houses. Residence Life Staff, the Department of Public Safety, Maintenance, and other College departments conduct this inspection. At this time all rooms are entered and inspected for safety, maintenance, furniture, and housing availabilities.

Please note that Residence Life and college service staff have the right to enter any college house at any time while in the performance of their duties. Failure to cooperate or impede the performance of their duties will result in sanctions in accordance with The Student Code of Conduct. Official College visits and staff members will identify themselves and carry Earlham College identification.

Lock Outs

Students are responsible for carrying their keys and student ID at all times. If a house resident is locked out of the house/room, the resident should attempt to call a roommate/housemate to ask them to access the room. If the resident is unable to locate a roommate or does not have one, the resident should contact Department of Public Safety at 765-983-1400.

Lockout charges are assessed at $5 per incident and logged. Following a third lock-out, the resident will be required to meet with the House Coordinator to confirm possession of keys. Failure to meet and/or produce the assigned keys will result in a lock change billed to the students account. Lock changes are $200.00 and is billed to your student account.

Again, students need to remember that it is their responsibility when they are locked-out of their house/room. If weather conditions are poor, residents are encouraged to go to another campus building to wait (be sure to notify Public Safety of the location).

If, while a resident is waiting for either Public Safety the resident gains access to their space, please notify contact immediately in order to avoid the lock out charge.
Policy Violations

Policy Violations in College Houses

Violations in college houses fall into two categories. Violations attributed to one or more individuals, and violations attributed to the house collectively. Depending upon the particular policy violation, both types of violations may be present.

Violations Attributed to Individual(s)

Violations attributed to individual(s) are treated similarly to those that occur in the residence halls. Please review the Student Handbook for information about the College conduct process.

Violations Attributed to the House Collectively

As an intentional community, Earlham encourages shared responsibility for problems that arise within a community itself or within physical community spaces. In college Houses, this includes the idea that members of the community share responsibility for the actions of others. As is consistent with the College’s “Approach to Living in Community,” it is expected that all house members will hold one another accountable for compliance with the expectations outlined in College policies and the Student Handbook.

While not exhaustive, examples include: unauthorized house parties, alcohol at house events, smoking or significant evidence that smoking occurred in the house, and noise violations. Additionally, when substantiated, concerns raised by neighbors and community members that are inconsistent with College values will be treated as violations attributed to the house collectively.

Theme Houses: Violations attributed to the house collectively are considered as part of the annual evaluation of the house. Repeated violations or a consistent pattern or violations may result in a house not being renewed for the upcoming year.

Common Billing

As an intentional community, Earlham encourages shared responsibility for problems that arise within a community itself or within physical community spaces. Any fines or problems that cannot be placed to an individual resident or are the result of actions of an indeterminate group of people will be shared by the house residents. At the end of each semester, charges are totaled and posted to student accounts. Fines are divided evenly among all residents of a given house or as deemed appropriate.

Fines and Charges for Violations of Residence Life Policies

Fines are established by the Campus Life Advisory Committee (CLAC) with approval of the College President. Please consult the Residence Life website for the most up-date information regarding fines and accompanying charge. A copy is also located in the 2014-15 Earlham College Student Handbook on page

Bikes

- May only be chained to a bike rack. Bikes stored on balconies, porches or other structures may be removed at student expense.
Doors (External)

- External doors should be closed and not propped open. Propped doors invite unwanted guests (rodent/animal and people).
- Propped doors represent a $100 fine.

Furniture

- Bedrooms are furnished with one bed, one dresser, one bookcase, and one desk per person. Residence Life also provides one mirror.
- Residence Life provides adequate common area furnishings (couches, dining table, chairs, etc.).
- Upon checkout, all personal furniture must be removed from the house.
- Upon checkout, all college furniture must be in the same room that it was originally located at the beginning of the academic year.
- College furniture is not permitted to be taken outside of the house.
- Porches must remain clear of non-College furniture when not in use (no upholstered furniture may be on the porch at any time).

Keys

Lost keys pose a security risk to the house and all of its residents. Take care and keep track of your keys for your own and for others’ safety.

- House residents will receive two keys. One key will let them into their bedroom and the other key will work to house exterior doors.
- Keys must be exchanged through Residence Life and the corresponding house roster updated within 48 hours of any room changes.
- Keys may not be copied.
- Residents are not allowed to exchange keys. At the end of the semester/year, you must return the same key that you borrowed from Residence Life.

Pets

- The only animals permitted in the house are those whose primary living environment is in water in a small tank (i.e. fish).
- No other pets are allowed in houses. Pets cause additional, often accidental, damage to the house. Pet dander produces a common allergy, keeping houses pet-free allows the house to be a more welcome space for all students.

Smoking

- Smoking is not permitted inside the house.
- Residents may smoke 20+ft from the house.

Supplies

- Residents are to purchase their own cleaning supplies (hand soap, body wash, dish soap, sponges, etc.).
- Housekeeping will supply the house with trash bags for the common area trashcan.
- Housekeeping will restock toilet paper during their bi-weekly cleaning.

Vacuum Cleaner
• Housekeeping stores one vacuum cleaner in each house with carpet.
• Residents are encouraged to use the vacuum to keep the house in good condition between housekeeping visits.

Walls

Residents are not allowed to use nails, duct tape, or glue on the walls. These methods of adherence ruin walls, especially with new students each year (sometimes each semester).
**Earlam College and Residence Life Policies**

All College policies and procedures apply to College Houses. Residents are encouraged to review policies found in the student handbook or online.


Principles and Practices: http://www.earlham.edu/about/principles-and-practices

The Student Code of Conduct:  https://www.earlham.edu/policies-and-handbooks/community/student-code-of-conduct/

College Alcohol Policy: http://www.earlham.edu/policies/alcohol

Below is an abbreviated version of college policies that may be of particular interest to house residents. You can find the full listing of college policies in the student handbook or online at http://www.earlham.edu/policies. **ALL college policies must be abided by while in college housing. Residents are responsible for understanding each policy.**

**Alcohol**

Earlam College’s approach to alcohol is designed to help students reflect on whether alcohol should be a part of their lives and, for students who do choose to consume alcohol, how to do so responsibly.

This approach encourages healthy lifestyles and supports students in their efforts to be accountable to each other for their actions related to alcohol use. We recognize that our community encompasses students below and above the legal drinking age of 21.

Earlam College acknowledges the developmental value of self-determination regarding the personal use of alcohol. Our approach seeks to ensure that alcohol neither becomes the focus of the College’s social life nor detracts from its educational mission.

The approach is designed to achieve the following goals:

- Educate the Earlham community to recognize that students are responsible for their own well-being and the well-being of others.
- Educate the Earlham community regarding the fundamental impacts of the abuse of alcohol on health and social relationships.
- Promote personal responsibility in the use of alcohol.
- Provide support resources for students struggling with alcohol-related concerns.
- Promote an environment free from social pressure to use alcohol.
- Reduce the negative secondary consequences of the illegal use or abuse of alcohol on the community.
- Educate students regarding the value of and respect for public, community and individual living spaces, and the ongoing responsibility to care for them.
- Foster an environment of open dialogue regarding the use of alcohol.
- Ensure the existence and maintenance of alcohol-free spaces and social functions.
• Comply with the Drug Free Schools and Community Act of 1989 and provide information regarding federal, state and local laws related to the use, possession and/or distribution of alcohol.

Leaders and participants of the College’s off-campus programs are encouraged to discuss carefully, as a group, the educational opportunities and challenges that arise when living in a culture whose prevailing attitudes, laws and expectations about alcohol use may be different from our own. Off-campus programs should develop a shared understanding of how best to balance the need to participate appropriately in another culture, to respect the sensibilities of individual group members and to best represent the Earlham community in other parts of the world.

Guidelines for Alcohol Use at Earlham College

In order to support a community with diverse cultural values, the presence of alcohol should not be at the center of events, parties or other social gatherings. Every member of the Earlham community is responsible for maintaining an environment that prioritizes academic success. The College will ensure the existence and maintenance of alcohol-free areas and social functions. Individuals publicly under the influence of alcohol at College-sponsored events, student-sponsored activities or College-owned House gatherings may be asked to leave that event.

Alcohol Consumption and Conduct

The Earlham College Approach to Alcohol is the result of extensive consultation with students, faculty, staff, alumni and the Board of Trustees. This approach includes national research regarding alcohol use among college and university students, as well as data from the Earlham community. What follows reflects our expectation of personal responsibility and community care.

All members of the Earlham Community are expected to review the guidelines for the use of alcohol and to provide appropriate identification and/or proof of legal age when requested by campus officials. Students whose guests include those not enrolled at Earlham are responsible for informing guests of the guidelines and ensuring their cooperation with staff as requested. Students entrust one another with a high degree of personal choice and an equal degree of accountability whenever alcohol is present. Every student is responsible for understanding and abiding by this approach.

Students of legal age who consume alcohol are best guided by the phrase: “personal use in personal space.” ‘Personal use’ denotes the individual consumption of a reasonable quantity of alcohol that may be safely consumed by that individual. The possession or use of common source alcohol containers, e.g., kegs, pony kegs, beer balls, cases of alcohol or any other large scale container, is prohibited. Additionally, personal consumption should reflect the spirit of the Earlham College Approach to Alcohol with its emphasis on health and accountability. Therefore, high-risk use is considered to be abuse. Drinking games, funnels, doing ‘shots’, stands and any coercion or other pressure to abuse alcohol is prohibited.

Providing alcohol to students under the age of 21 is prohibited. Students over the age of 21 who provide alcohol to underage students in any manner may be administratively moved from their housing assignment and will face disciplinary action. Alcohol may not be sold or purchased on any College property, including living spaces; no fee, charge or donation to any activity where alcohol is present is permitted.

Earlham College Grounds and Alcohol

Students are reminded that alcohol is permitted for personal use in personal space. ‘Personal space’ is defined as one’s living space only. Therefore, alcohol in or on other locations, including vehicles or personal property is not permitted. The possession and/or consumption of alcohol in public, within academic and co-curricular buildings, athletic and
equestrian facilities, barns and maintenance facilities, and outdoor spaces or any other location other than those areas permitted, is prohibited. Additionally, operating or riding bicycles, skateboards, or operating any motor or electric vehicles while under the influence of alcohol is prohibited.

**College-owned Houses**

Students residing in College-owned houses may determine where alcohol may be possessed or consumed within the house by residents of legal age through consensus as a living group. Alcohol may not be possessed or consumed on any porches, balconies, fire escapes, roof/attic areas, stairs or the basement areas of the houses. No fees, charges or donations may be taken or accepted at College-owned house events where alcohol is present. Empty containers in prohibited areas are prohibited. Empty containers or ‘trophies’ in in the possession or living space of students under the age of 21 are prohibited. Events at all College-owned houses and Miller Farm must be hosted in compliance with the event registration process.

The Office of Residence Life is responsible for designating residence halls and College-owned houses as alcohol-free or alcohol-permitted. The Office of Residence Life will consult with appropriate committees and bodies in making this designation, keeping relevant laws and policies, residential changes, and the needs of the College in mind.

Students are expected to review their Housing Agreement carefully regarding conditions under which alcohol is permitted. Students may be administratively moved from their current assignment (including termination of the agreement) and/or face disciplinary action, if they are in violation of the agreement.
Appendix A – Emergency Procedures

Emergency Preparedness
http://www.earlham.edu/emergency/preparedness.html

In an emergency (an event that requires immediate personal action to preserve life safety) you will be asked to:

1. **EVACUATE**: Leave your building or area and go to a location a minimum of 1,000 feet away from the building. Remain in that location until you have been contacted by Campus Safety and Security

   **OR**

2. **SHELTER WITHIN**: Move to an area of your building with no windows or glass and wait for “all clear” from Campus Safety and Security.

   **PLEASE CONSULT THE EMERGENCY EVACUATION SIGNS THAT ARE POSTED BY EACH EXIT OF THE HOUSE.**

The most likely emergencies that could occur at Earlham:

1. **Fire** – EVACUATE, close doors behind you as you leave, if you can safely.

2. **Gas Leak** – EVACUATE a minimum of 1,000 feet away from the leak area.

3. **Chemical Spill** – EVACUATE, upwind from the spill area.

4. **Violent Person** – SHELTER WITHIN, move to a room you can lock from the inside, only move if you can do so safely.

5. **Tornado** – SHELTER WITHIN, move to an interior hallway with no glass.

**Tornado Information**

Spring in Indiana means several things. It means the end to a dreary winter, the beginning of flowers blooming and green grass. Spring in Indiana also means Tornado Season. Indiana continues to rank among the top five states in the nation in the number of tornadoes, tornado deaths, and tornado damage costs. The keys to protecting yourself are preparation and awareness. You can be prepared by knowing what to do and where to go should severe weather strike.

Tornadoes frequently occur in the months of March through September between the hours of 3:00 p.m. and 7:00 p.m., but they can strike at any time. Weather is most often hot and humid with southerly winds and a threatening, menacing sky. Before a tornado, thunderstorm clouds often have a greenish-black color and appear to be topsy-turvy, bulging down instead of up. A tornado may be observed as a funnel-shaped cloud spinning rapidly and extending toward the earth from the base of the thundercloud. Tornadoes usually move from a westerly-southwesterly direction at speeds of 25 or more miles per hour. Destruction resulting from
tornadoes is caused by violent winds, which uproot trees and destroy buildings, and by flying debris. Further destruction is caused by the great and sudden change in air pressure that can cause buildings to collapse.

- A Tornado Watch means conditions are favorable for the development of a tornado. Keep tuned to local radio stations for the latest information.
- A Tornado Warning means a tornado has been sighted in the area. Immediately seek inside shelter below ground level.

A Tornado Warning provides information on the expected path and time period the tornado is to move through the area. Persons in this area should immediately take necessary safety precautions

**If Inside:** Go immediately to a room with little to no glass or an interior hallway of the building. Avoid windows and large open spaces or areas with wide, free-span roofs such as the dining hall, wellness center, and greenhouse. Do not use elevators. Do not go to your car.

**If Outside:** If unable to take shelter indoors, lie flat in a ditch or depression. Avoid large trees, metal poles, and other electrical conductors. Protect your head and lie flat. Keep a portable battery powered radio with you. Do not leave your shelter until an "all clear" announcement has been issued or the storm threat is past.

If you have questions about tornado procedures, please contact the Director of Campus Safety and Security, at x1400.

**Campus Housing Safety Tips**

Personal safety is everyone's responsibility. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple, common sense precautions. Many crimes occur simply because an opportunity permitted them to happen. If each student takes a few reasonable precautions to enhance personal safety, student-to-student crime will be greatly reduced.

**Steps to Help Prevent Room Thefts**

1. Lock your house and room. Open doors are invitations. Most incidents of theft from houses and rooms occur when a room is unlocked. Keep your room locked at all times even if you will be out for just a minute. Be sure to lock your door when leaving a roommate asleep inside.
2. Put billfolds, purses, jewelry and other valuables in a safe place in your room. Leaving them out and unattended makes them an easy mark.
3. Never loan out your room key or have your room key duplicated.
4. Engrave all valuable items with your driver's license number and keep a record of all valuables with descriptions and serial numbers.
5. Report to the House Coordinator all doors, locks and windows needing repair.
6. Report all thefts to the Department of Public Safety immediately.

**Unknown Visitors in the Houses**

1. Do not prop exterior doors. There is a $100 fine for propping doors.
2. Report any suspicious-looking individuals who you do not feel belong in your house or any unusual incidents in and around the house to the Department of Public Safety.
3. Do not allow door-to-door sales people to enter your house. College policy prohibits anyone from soliciting on campus.
4. Do not take in an overnight guest whom you do not know.
5. Be careful what you write on your message board. Memo boards on your door are great for communicating with friends but you should avoid announcing where you will be or when you will return.

6. If a stranger calling on the phone asks “Who is this?” do not give your name. Ask instead, "Who are you calling?" or "What number are you calling?" If you receive nuisance, obscene, or prank phone calls, do not engage in conversation. Calmly hang up and immediately notify the Department of Public Safety.

7. Attend sponsored programs on personal safety and property protection from the Department of Public Safety.

**Fire Alarms**

- Note: if the fire alarm is sounding, the house phone line will not function. The alarm system automatically calls out to report the issue.

- If your smoke detector is beeping regularly in one minute intervals, the battery is mostly likely dead/dying, please contact the Department of Public Safety at ext. 1400. **Do not remove the battery or tamper with the smoke detector. Tampering with fire safety equipment will result in a $500 fine.**

- If a fire alarm goes off in your house—and no smoke or fire is observed—all residents must evacuate and contact the Department of Public Safety immediately, via your cell phone at 765-983-1400.

- If a fire alarm sounds at night or during the day from an unknown source, please immediately evacuate and call 911.

Each year over 100 fire alarms are triggered in college houses. Virtually all are due to misuse of cooking appliances or smoking inside the house. In cases of repeated false alarms due to resident behaviors, the Department of Public Safety may bill the house for time and labor associated with the behavior.

**Do not tamper with any fire-safety equipment.** It is important to take fire safety very seriously. **Tampering with, attempting to disable, covering or concealing fire safety equipment will result in a $500 fine per incident.** Houses that have repeat incidents will be displaced from the house and reassigned to residence halls.

**Candles/Incense**

- The college does not permit the burning of candles or incense in the house.

- Any candles in the house must have the wicks trimmed off, and cannot show evidence of burning.

**Electrical Cooking Appliances**

- Students may use their own electrical cooking appliances in the kitchen only. Electrical cooking appliances are not permitted in any other location.

**Fire Extinguishers**

- Tampering with a fire extinguisher can incur a $500 fine.
Appendix B – Event Registration Policy

House Events

Campus houses are expected to organize house events and other programming activities in support of your house’s mission and purpose (both theme and friendship). It is important for house members to remember that house residents are responsible for all events (house sponsored or not) that occur in the house. Any damages will be common billed to house residents unless the perpetrator comes forward. If house residents see a problem at an event and need help quelling the problem, call the Department of Public Safety.

In order to host an event, however, houses must complete an event registration form (which are found online at: http://www.earlham.edu/residence-life/houses). Follow all steps listed on the form in order to have it approved. The event registration form is designed to assist houses in thinking through all aspects of hosting a house activity.

Open house events are activities where non-house members are invited to attend. An activity becomes an event if more than 10 (ten) non-house members are in attendance.

ANY EVENT THAT HAS MORE THAN 10 NON HOUSE MEMBERS, MUST HAVE AN EVENT REGISTRATION POLICY COMPLETED AND ON FILE WITH THE HOUSE COORDINATOR.

ALL HOUSE EVENTS MUST BE REGISTERED A MINIMUM OF THREE (3) BUSINESS DAYS IN ADVANCE OF THE EVENT. THERE WILL BE NO EXCEPTIONS TO THREE DAY PERIOD.

Consideration for Regularly Scheduled Events

Many houses host regularly scheduled events. If a house wishes to host an event on a regular basis, the house need only fill out one event registration form, on which they note the event’s regular status. The appropriate place to do so is in the event form’s “Date of Event” field.

Consideration for Non-House Activities

Occasionally, campus groups may want to utilize a house for an event (say one member of the house is in a club interested in using the house facility). Because campus houses are not spaces available to reserve under campus event policy, houses must get approval from the Office of Residence Life in order for any non-house event to take place in the house. When considering such requests, the Office of Residence Life requires all house members to give their informed support/approval of the event (this is done via an event registration form.)

*It is important to remember that house members are the responsible party for what occurs in their house. If non-house members cause damage, house members are held accountable by the college unless the perpetrator is named or comes forth.

Non-Earlham groups may not under any circumstance utilize a house for an event. The College provides spaces for outside groups to reserve a space, when in need of one.

Understanding the College Event Policy and Shielded Events

Residence Life expects house conveners and house advisers to fully understand the College’s Event Policy. The College’s Event Policy is found at https://www.earlham.edu/policies-and-handbooks/community/student-social-event-policy/.
Some aspects of this policy will not pertain to events held by houses, but certain aspects do apply—in particular, Residence Life expects paying particular attention to the College’s Policy on Shielded Events.

In the vast majority of cases, the reason that house event proposals are not approved is because the proposal conflicts with an event on the College’s Event Committee, which has been designated as shielded. As you plan a large event, it is recommended that the residents of the house, visit with the Director of Student Activities in order to find a day and time that will not be shielded.

**Community Relations**

It is important for house residents to remember that houses are not only a part of the college campus, but also part of the local community. It is important to be considerate of all of your neighbors and weigh the potential impact of house events/actions may have on all of your neighbors—campus and local. **If an event is likely to impact house neighbors, Residence Life expects houses to notify and discuss all possible impact with the neighbors beforehand.** Our experience has been that the local community is generally very supportive and understanding, if they are notified beforehand.

Please remember, if you ever have any questions do not hesitate to contact us at 765.983.1317.

**Non Registered House Events**

If a house is in violation of not registering a house event requires Earlham College employees (i.e. – Public Safety or the Area Director on Call) to arrive at the house, residents may be required to meet with the House Coordinator in the Office of Student Life before any future events are permitted to be held in the house. If there are more than 10 (ten) non house members at the house, it is good general practice to register the event with the House Coordinator.
Appendix C – House Funding and Reimbursement Process

House Funding

Residence Life provides a moderate amount of house funding. Residence Life recommends that houses use the money for house events; however there are other sources of funding for house events on campus.

Residence Life Funding

Residence Life provides to each house $50.00 for the academic year. These funds can be used for any house programming or in-house activities. Unused funds do not carry over. At the end of the semester, all unused funds are reallocated to the Residence Life House Programming general fund.

Funds are provided via reimbursement. Residents must purchase items and bring the receipt(s) to the House Coordinator, in the Office of Residence Life. A receipt is required in order to obtain a reimbursement. The receipt must be readable with particular regards to business, purchase list with corresponding cost, and date.

Theme House Funding

Theme houses are supported via their department and faculty adviser. The department funding will help the house throw more detailed and involved programs.

Earlham Student Senate

ESS has a limited fund for student proposals and needs, which are not supported by Student Organizations Council. This is a good place to try and find funding for campus wide programs if a house has no department backing. It is up to the discretion of ESS to accept or reject or modify any proposal brought before the Senate.

Student Organizations Council

If your house is affiliated with a student organization, the organization can go to SOC with a proposal to help fund any house program. SOC can accept, reject or modify any proposal.

Reimbursement Process

All receipts must be turned into the House Coordinator, no later than five (5) business days after the event. NO CASH ADVANCES WILL BE PROVIDED BY THE HOUSE COORDINATOR.

Residents of the college houses are responsible for purchasing cleaning supplies to maintain a healthy living environment in between schedule cleanings, from the Housekeeping Department.
Work Order Policy

Here are the steps on how to fill out a work order for the college houses:

** Furniture moves must be approved by the House Coordinator.
** Loft kits must be requested by the House Coordinator on behalf of the student.

1) Log onto http://theheart.earlham.edu

2) Submit request link (located on the left side of the page)

3) Select Facility (Use will use the College House link)

4) Select House
   a. Wilbur House (currently listed as Japan House in system)
   b. Doan House (currently listed as JCC (Beit Kehillah)

5) Type in relevant information, including student email address and description of what is wrong

6) When completed you will receive a work order confirmation number

7) Email House Coordinator the work order confirmation number, to help follow up on issue or concern in house
Appendix E – Room Assignments in College Houses

Room Assignments

House Rosters

House rosters are provided to the Office of Residence Life by either the convener or house adviser no later than the following deadlines:

• For Spring Semester (Mid-Year replacements): November 15th
• For Fall Semester: by deadlines established as part of the annual housing selection process.

Vacancies and House Occupancy

When a space becomes available in a house, it is the responsibility of the house convener or adviser to meet with the House Coordinator in the Office of Residence Life within five (5) business days following the creation of the vacancy. After that time period, the space will be deemed available for assignment to any eligible student who makes a request and will be assigned at the discretion of the Office of Residence Life. As a matter of practice, the Office of Residence Life uses the following standards in determining if a space will be filled or allowed to remain vacant.

1. Spaces that occur during the summer will be assigned to individuals on the house alternate list. If a house alternate list was not provided or has been exhausted, space will be assigned to eligible individuals that still need housing for the upcoming semester. If all students have received assignments, the space will be assigned based upon student request for the available space.
2. Spaces that occur during the first three calendar months of each semester will be considered available for assignment and can be requested by any eligible student.
3. Spaces that occur during the fourth calendar month of each semester will be considered available if usage helps stabilize campus occupancy or the house has failed to file a house roster by the established deadlines for the upcoming Spring Semester.
4. Spaces that occur during the fifth calendar month of the Fall semester will be considered usable at the discretion of the Office of Residence Life, if a house has failed to submit the required room roster or if the space is in excess of those accounted for via the room roster. Spaces that occur during the fifth calendar month of the Spring semester will not be filled unless operationally necessary.

Mid-Year Replacement Residents

Earlham College room assignments are annual (both Fall and Spring semesters). Mid-year vacancies are those created by students that are graduating, on off-campus study programs, or otherwise not enrolled at Earlham College for the Spring semester. For example, Tommy lives in a room in a house during the fall semester. Tommy intends to study off-campus in the Spring and Johnny agrees to take Tommy’s place. Then Tommy decides he will no longer study off-campus. The room is Tommy's for the spring semester. Houses may not displace (“kick-out”) a resident to make room for another student.