

CHI ALPHA
CAMPUS MINISTRIES

17TH Street
Student
Center

WWW.WASHBURNCHIALPHA.COM

17th Street Student Center & Farmhouse

Chi Alpha Campus Ministries

www.washburnchialpha.com

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
- 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

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 Chi Alpha Director (if possible, in Person)
- Fill out Online Application
- Sign and Submit Background Check Form

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

Note: Applicants with prior felonies will be referred to the Chi Alpha 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.

House Meal Policies

It is the responsibility of each student to use their own dishware (plates, cups.) All cooking utensils, pots and pans are provided by the 17th Street Student Center. Each student is responsible for providing their own groceries and cooking and 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 fine.

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 may be disposed at the discretion of staff. Food that will not fit on your shelf may be stored in your room, but must be kept off the floor.

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 may arise in the course of the month.

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

The Staff are the only people to take mail out of the outside mailbox. They will 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. Radios, televisions, stereos, instruments, 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

Guests under the age of 18 must be with a resident at all times. All guests under the age of 18 must be out of the house by 9pm unless pre-approved by the resident director or resident assistant.

Guests who wish to spend the night must receive permission by the Resident Director prior to staying past visiting hours. 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.

Chi Alpha Campus Ministries Administration and their guests are allowed in the 17th Street Student Center at all times of the day.

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 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 at all times. This includes but is not restricted to:

- beds made
- clothes put away
- trash removed
- floors vacuumed

Room checks will occur periodically and can occur without notice. 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

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 fifteen minutes a week to complete and need to be completed before five o'clock on Saturday. Failure to complete your chores will result in a \$5 fine for the first infraction, and an additional \$5 for each infraction after that.

Alcoholic Beverages

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.

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. Only prescribed or over-the-counter drugs will be allowed in the house.

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 or Explosives

Firearms and ammunition are not to be kept or brought into the 17th Street Student Center property. Explosives including firecrackers are prohibited at all times.

***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 are not permitted. No pets of any type are allowed on the 17th Street Student Center property.

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.

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.

Damages

You will be responsible to pay for any and all damages you or your guest cause to the 17th Street Student Center property, furnishings, or equipment. There are to be 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

Keys / Unlocks

Tenants will be charged \$10.00 to replace a lost key.

Floor & Room Access

All hall doors and room doors must remain locked at all times. 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 is a \$5 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.

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:

Clean tile, vacuum and shampoo carpet, complete any outstanding chores, and dust furniture. No items or trash will be left in the room or on the 17th street student center property. Kitchen food storage and food from the refrigerator and freezer removed.

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 Chi Alpha Director. That request will be considered by the Chi Alpha Board and you will be notified of their decision in a timely fashion.

Future Policy Changes

Chi Alpha and 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.

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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, you as the tenant and the Chi Alpha Administration.

2021-2022 Rate Plans

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

Administration Fee: \$50

Deposit: \$300

Monthly Rent: \$300

9 Month Lease (Aug 15th to May 14th)

Administration Fee: \$50

Deposit: \$325

Monthly Rent: \$325

Month to Month

Administration Fee: \$50

Deposit: \$400 Monthly

Rent: \$400

For current residents: if you would like to switch to an extended rate plan you may secure a lower rate by committing to a nine or 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. 9 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. However, we will attempt to offer right of first refusal to former tenants committed to return in good faith. For example, if a tenant on a nine-month lease moves out in May, but wishes to return in August, Their room may be rented for the summer. However, if someone wishes to rent the room on a year lease, the first tenant will be offered to sign a year lease prior to accepting the new tenant.

Due Date:

All fees are due on the first day of occupancy. A signed dorm contract, damage deposit, and first month's rent are required to reserve a room. Monthly Rent is due on the 1st day of each month. Payment received after the 5th of the month is considered late. After the 5th day a late fee of \$5 per day will be assessed.

How to Pay:

Rent must be paid by check or cash, or credit/debit card. Credit and Debit payments are charged an additional \$10 convenience fee. If paid by cash or check, the rent must be given to the Resident Director in a marked and sealed envelope with your name and room number clearly written on the front. Partial months of occupancy will be pro-rated. All checks must be made out to **Topeka First Assembly**.

Deposit Refund:

With proper 30 day written notice to the Resident Director, clean room in good condition, and proper checkout procedure, one's deposit will be refunded within 30 days of move out date.

Changes to this agreement:

Future rate changes will be communicated in writing 30 days in advance. All policy changes will be made at the discretion of the 17th Street Student Center as needed.

I, _____ have read, understood, and agree to abide by the rules and regulations of the 17th Street Student Center.

Selected Rate Plan: _____ **Monthly Rent:** _____

Resident Name (print) Signature Date

Resident Director Name (print) Signature Date

Chi Alpha Director Name (print) Signature Date

Date Keys Assigned: _____

Keys Assigned: _____

Room Assigned: _____

Resident Director Initial: _____