

**Fall 2019 - Spring 2020**

**Resident's Code of Conduct**



## **Student Accountability**

As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for breaking any Wesley House or Tyler Junior College policies or City of Tyler or State of Texas law. Such behavior will result in disciplinary action which can include, but is not limited to, monetary fines, required community service activities, probationary periods, and expulsions. A monetary fine is intended to serve as a reminder that such behavior or possession of prohibited items are not acceptable and will not be tolerated in the residence life community. All monetary fines for conduct issues should be paid within 30 days. Failure to pay fines will be considered a "failure to comply" incident and add to the established judicial housing file.

## **General Expectations of Conduct**

Residents are expected to take care of and respect the facilities and equipment provided by Wesley House. Students are also expected to conduct themselves according to acceptable standards of the Wesley House community and the College's function as an educational institution. Consideration for others is the basic principle to be followed by all residents. Each resident possesses individual rights, which will be respected by roommates, peers, and administration. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return. There is ZERO TOLERANCE for drugs, weapons, and fighting on campus.

## **Disciplinary Measures**

Resident students are responsible to know and comply with all rules contained in the Wesley House Handbook. All students' rights and responsibilities as listed in the handbook are applicable to all Wesley House students. Disciplinary actions are also covered in the Student Handbook under the Student Code of Conduct. Disciplinary actions can range from a warning to monetary fines to suspension to expulsion from Wesley House and/or school.

## **Student Misconduct**

The WH staff is required to submit a written Violation Form for every violation. The resident(s) involved in the violation will be told when a VF is submitted. The VF is submitted to the Director or Business Administrator and a resident conduct file is established. In some cases, Campus Police is called to the scene of a violation and a police report is submitted. Receipt of a Campus Police report will also automatically establish a resident conduct file. The Director will address the violation and conference with resident.

## **Disciplinary Sanctions**

Please refer to the page entitled "Wesley House Violations and Sanctions".

**ADULT STATUS:** The State of Texas assumes legal adulthood at age 18. All matters pertaining to academic performance, personal conduct and payment of charges due the College are your personal responsibility. The following recommendations are to assist in your success as a College Student:

- Read all documents before signing them.
- Understand your signature means you have read, understand, and agree to the conditions.

**ALCOHOL and PUBLIC INTOXICATION:** Tyler Junior College is a dry campus and no alcohol or alcohol paraphernalia is allowed on the campus. Students found drinking, manufacturing, or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to the WH Director and Campus Police and will face disciplinary action from the WH and TJC, as well as penalties issued in accordance with Texas State Law. Any containers (full/partially full/empty) found in a resident's room will be confiscated or discarded by Campus Police. A resident who violates the TJC alcohol and public intoxication policy in the hall or participates in a situation off campus where illegal or excessive consumption of alcohol takes place and then returns to the hall intoxicated. A resident whose behavior in the hall is affected by the use of alcohol will be subject to disciplinary action by the WH Director and/or the Campus Police Department and/or the Tyler Police Department.

**ASSAULT/FIGHTING/THREATS/VIOLENT BEHAVIOR:** Tyler Junior College is a zero-tolerance campus. Residents who violate this guideline will be permanently removed from the residence halls. All physical abuse, threats, assault, or any conduct that might threaten or endanger the health or safety of any student, staff, or member of the faculty or administration, is prohibited on the TJC campus and in the Wesley House. This is a violation of the Student Code of Conduct and Campus Police and/or the City of Tyler Police Department will be called immediately.

**ASSIGNED LIVING SPACE:** Residents are not permitted to occupy or use any space in their hall or room to which they are not assigned. This includes vacant rooms, vacant beds and storage furniture on an unoccupied side of a room and/or in a suite assignment, the adjoining bedroom of the assigned room. In addition to a monetary fine, residents found in violation of this policy will be responsible for any and all charges necessary to return the room to a move-in ready state by housing standards.

**CAMPUS POLICE:** TJC has its own police department on campus that employs full-time, certified police officers. The free cooperation of every student is required whenever a Campus Police officer approaches them. Students violating campus regulations or refusing to cooperate with a Campus Police officer are subject to discipline up to and including eviction from a residence hall and/or suspension from the College.

**CANDLES/OPEN FLAMES:** Candles or any items/devices with an open flame that create embers or ashes are not allowed in the halls. This includes incense, scented wax warmers, oil lamps and wax sculptures. Wax warmers heated by a light bulb are allowed in the WH.

**COERCION:** Any student who attempts to coerce or threaten another student, either verbally or in writing, in an effort to force the student to take actions against his or her will will be subject to disciplinary action, reassignment or removal from housing.

**COMMON AREA HOURS:** The operating hours for the main lobby, interior courtyard, study rooms, lounges and laundry rooms are established by the Wesley House staff. All visitors in the WH must be 17 years of age or older. Anyone younger must be accompanied by a parent (not including the resident) and must remain in the custody of the parent.

Current TJC students of the opposite gender, with a valid TJC ID card, may visit a resident during visitation hours determined by the WH staff.

Residents are encouraged to use the common areas for relaxing, socializing, entertaining visitors, and studying or hall programs. Public displays of affection, disruptive behavior and sleeping in the common areas are not socially acceptable behaviors and should not happen.

**CONFISCATION:** WH staff may confiscate items that are deemed illegal, in violation of Wesley House or Tyler Junior College policy or deemed unsafe. In instances when WH staff has confiscated an item and the resident is not present, notice will be sent to resident by text message.

**DAMAGES:** Residents will be held financially responsible for any loss and/or damage (beyond normal wear and tear) to their assigned space and all WH supplied furnishings. In rooms, suites and common areas, if it is not possible to charge the damage of WH property to a specific individual(s), the charges will be divided evenly among the members of the room, suite, floor or hall (depending on where the damage occurred).

Damages should be reported to the WH staff as soon as possible so that maintenance can be notified, and repairs started as soon as possible.

**DRUGS -- ILLEGAL AND PRESCRIPTION:** TJC is a zero-tolerance campus. Residents who violate this guideline are subject to legal action by the Campus Police, City of Tyler Police and will be permanently removed from the residence hall. The unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance, designer drug or drug paraphernalia is prohibited on the College campus and in all of its buildings. This includes prescription medication without an appropriate prescription. A student who uses prescription drugs or other controlled substances may be requested to provide proof that they are doing so under the supervision of a medical doctor. If requested by a WH staff member, the proof will be provided immediately upon demand. It is illegal to provide prescription drug(s) to another person and using another person's prescription drug(s) is also illegal. A resident who violates this regulation or whose behavior is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action by the Wesley House and/or the student conduct office and/or the Campus Police Department and/or the Tyler Police Department.

**EMERGENCY EXITS:** Exterior residence hall doors, with the exception of the main front doors, are restricted from normal use and should be used as exits in a true (or in what is believed to be) emergency. Residents will be made aware of which door(s) are emergency exits. Residents and their guests who use emergency exits when no emergency exists will be subject to severe disciplinary procedures and a monetary fine.

**EVICTIONS:** Residents may be evicted from housing when they fail to meet enrollment requirements, fail to meet GPA requirements, fail to make financial payments, or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of eviction; re-enrollment in the College, payment of fees and clearance by the Wesley House director. (see: Student Code of Conduct)

**FIRE SAFETY EQUIPMENT:** Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

- A. Tampering or playing with fire extinguishers, smoke detectors, fire suppression systems, exit lights, or emergency lights.
- B. Tampering with or pulling a fire alarm under false pretense.
- C. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- D. Propping open stairwell fire doors.
- E. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution and disciplinary measures.

**FIREWORKS/EXPLOSIVES:** Fireworks, firecrackers, explosives, ammunition, gunpowder, or any other related materials are not permitted in the WH or on TJC property. Possession implies intent to use them.

**FURNISHINGS and COMMUNITY ELECTRONIC EQUIPMENT:**

Each residence hall contains a building lobby lounge, laundry facilities, microwave ovens and vending machines. All furnishings and community electronic equipment are to remain in the room or the area where they have been placed by WH staff. Any items removed by a student for their private use will be considered stolen and disciplinary action will be taken.

**GAMBLING, WAGERING, GAMING and/or BOOKMAKING:** In the WH, gambling, wagering, gaming or bookmaking, as defined by federal, state, and/or local law, taking place on WH premises or with the use of WH equipment, furnishings or services is prohibited.

**GUESTS:** Other TJC students with a valid TJC ID card, residents or nonresidents, may visit a resident in a residence hall. Guests in the WH must be escorted by the resident they are visiting while in the hall. During visitation hours, the guest must sign in and out.

Residents are responsible for monitoring the conduct of their guest in their room, WH or on the TJC campus. All WH and campus policies and regulations apply to guests as they do to resident students. Residents of a room will be held responsible for the inappropriate actions of others, unless those directly responsible for violations of campus policy or damages can be identified.

**HARASSMENT:** Harassment includes bullying, cyber-bullying, physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in WH action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes they have been a victim of this type of abuse, they should immediately report it to the WH Director or Business Administrator or Campus Police. All reports from residents are considered confidential communication and will not be shared with other residents.

Harassment includes postings on social media using a telephone or electronic device, e-mail or text messages sent using a telephone or electronic device, any other form of written communications sent using a telephone or electronic device as well as annoying, abusive, or obscene phone calls or written communication designed to irritate, anger, or threaten a listener or recipient. Any form of these types of harassment is in violation of WH and TJC policy. Students found responsible for, or associated with, the harassment of a TJC resident, student or College employee in such a manner are subject to College and WH disciplinary action.

**HAZING:** Hazing is defined as any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring in a residence hall, on or off College premises that endangers the mental or physical health or safety of a student for the purpose of joining or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Hazing in a residence hall will result in strict disciplinary actions, including removal from the WH.

**HEALTH AND SAFETY CHECKS:** Health and safety checks are done on a random basis by the Hall staff throughout the semester. Unsanitary living conditions will be documented and may result in disciplinary action and/or a monetary fine. Residents will be expected to keep their rooms clean and orderly. They should not leave trash in hallways, laundry rooms or outside the hall. Dirty clothes should be kept in laundry containers. Food should be stored in sealed containers or kept in the residents' personal refrigerator.

Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing or not being permitted to return for another semester.

**MANDATORY MEETINGS:** At various times throughout the semester, residents are required to attend mandatory hall meetings to receive information about living on campus. The meetings are for the benefit of the residents and they are responsible for any and all information presented or discussed. Non-attendance or failure to contact the hall staff in advance to explain why the meeting will be missed will result in a \$25 fine.

**NON-COMPLIANCE:** Failure to comply with reasonable directions and requests of a WH or TJC official or failure to heed an official summons of any WH or TJC officials' action in the performance of their duties will result in immediate disciplinary action.

**OVERTNIGHT GUESTS and COHABITATION:** No overnight guest (non-assigned person residing in the room) of any gender is allowed in the WH. Refer to the "Wesley House Violations and Sanctions" form.

Violation of the cohabitation policy will result in immediate removal from the hall. Cohabitation is an arrangement where two people who are not married live together in an intimate relationship, particularly an emotionally and/or sexually intimate one, on a long-term or permanent basis. Cohabitation by members of any gender is not allowed in the residence halls.

**PERSISTENT or RECURRING BEHAVIOR:** A resident may be removed from a residence hall when behavior which violates the WH policies and conduct code occurs on a persistent or recurring basis.

**PETS:** No pets of any kind (including visiting pets) are allowed in the residence halls. Pet owners and others who knowingly permit pets in their room or suite are subject to disciplinary action and up to a \$50 per day fine. If a pet is found, it should be removed immediately and may be removed by WH staff or other officials. WH is not responsible for what happens to any pet when it is removed or while it is living on TJC property.

**QUIET HOURS/NOISE:** Noise levels in the halls need to be kept to a minimum. Failure to comply with the following guidelines will result in disciplinary actions by WH staff.

- Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours (see below) are not in effect, Residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors.
- Daily quiet hours, 10 p.m. until 10 a.m., have been established to help create a positive academic atmosphere in the WH. Noise from a room which can be heard two (2) doors down in any direction or that disturbs others (including your roommate) is a violation of quiet hours and housing sanctions will be applied.
- Beginning the Sunday of the week before finals week (Dead Week) and during finals week, a 24/7 quiet hour policy is imposed for the benefit of those studying for final exams. The 24-hour quiet hour period ends on Thursday of finals week at noon. Noise violations during this time automatically result in a \$25 fine. There are no warnings given.

**RESPECT FOR COLLEGE OFFICIALS:** All student residents are expected to respect the authority of Tyler Junior College officials, including all WH staff members. Failure to acknowledge and comply with a request from a College official will result in disciplinary action.

**SEXUAL ASSAULT:** Allegations of sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the WH staff and Campus Police. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

**SMOKING:** TJC is a designated "No Smoking" campus. The City of Tyler Ordinance #0-87-29 prohibits smoking in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. Students found violating the no smoking policy will face disciplinary sanctions.

**TEMPORARY IMMEDIATE REMOVAL FROM HOUSING:** Any action which would violate the TJC Housing Background Check guidelines will result in a temporary immediate removal from a residence hall. And, a resident student whose presence poses a continuing danger to persons or property, or an ongoing threat to the educational environment, may be immediately removed from the College with loss of all College privileges by the Student Conduct office. Should this occur, the resident student will not be enrolled in classes at the College and will be immediately removed from the WH. (see: Eligibility to Live on Campus section)

**THEFT:** It is illegal for residents to be in possession of any property that is not their own. This includes, but is not limited to, road signs, property of the College, property of a member of the College community, which includes other residents, and property of any campus visitor. Violators will be held accountable for their actions. Any resident found guilty of stealing is subject to removal from housing and dismissal from the college. If a theft is discovered, immediately contact Campus Police to file a police report and a WH staff member to file an Incident Report.

**TITLE IX - SEXUAL HARASSMENT:** Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator pursuant to 34 C.F.R. § Part 106. To review all College policies dealing with Title IX or sexual harassment please view the Board Policy Manual.

**TRASH:** Trash cans found in common areas of the hall are not for room trash. Trash should not be placed outside your room door or in a courtyard. You may place it in one of the three large trash cans in the courtyard, provided the bag is not larger than a standard grocery bag. Otherwise, you must take your trash to the dumpster.

**VANDALISM:** Residents who remove, destroy, or deface an individual's personal property or any property or area related to the College or the WH (including vandalism committed on the walls or grounds surrounding the buildings) will be subject to disciplinary action and required to pay for any damages and/or fines.

**VISITATION IN RESIDENT ROOMS:** Visitation hours are posted on the sign-in books in each building. At all times, the right of residents, roommates and suitemates to study, sleep and have privacy takes precedence over visitation privileges.

Residents who have guests in their rooms outside the posted visitation hours will be subject to housing sanctions. Both students involved will be subject to disciplinary actions. WH staff has the right to deny visitors of either gender. Beginning the Sunday of the week before finals week (Dead Week) until the end of the semester, visitation is not permitted. This is for the benefit of those studying for final exams.

During the designated visitation hours only, visitors may visit in the room by these guidelines:

- Visitors must be a current TJC student with a valid TJC ID card.
- During visitation hours, visitors must sign in and out.
- Residents must meet their guests at the door and escort them the entire time they are in the building.
- No visitors can remain overnight.
- Residents are responsible for their visitor's actions.
- Each resident can check in up to two (2) people at a time. Maximum room capacity is six (6) people. (see: Guest section above)

**WEAPONS and FIREARMS: TJC is a zero-tolerance campus. Residents who violate this guideline will be permanently removed from the residence hall.** No firearms, ammunition, ingredients or materials used in making ammunition, knives, martial arts weapons, hunting bows or arrows and/or any other weapon or explosives of any sort are permitted in the residence halls or on TJC property. This includes, but is not limited to, the following: firearms, guns, rifles, shotguns, hand guns, airsoft guns, CO2 guns, BB guns, air rifles, water guns, paintball guns, and pistols, Tasers, bows and arrows, crossbows, knives, daggers, swords, spears, brass knuckles, nunchucks. It is illegal for any student to bring a firearm into the residence hall or any building on campus.

**WINDOWS:** Windows should not be used to enter or exit a residence hall or room, except in the event of a fire or other similar emergency situations. It is dangerous to lean out of windows and drop, suspend, throw, or shoot anything from or through them. Tampering with, opening or damaging windows will result in disciplinary measures. Windows should not be opened as a means of regulating the temperature of the rooms.

## **Wesley House ---- Violations and Sanctions**

Wesley House is a residential community operated by the United Methodist Church's campus ministry at Tyler Junior College. As such, we expect residents to live in peace with one another, to show compassion and kindness toward one another, and to treat one another with great respect. These standards are outlined in the Community Covenant signed by every resident and spelled out in the TJC Residential Life Handbook. Students must adhere to federal, state and local laws, along with all the rules of TJC and Wesley House.

At Wesley House, we expect of our residents to live in peace with one another and to seek mediation with the staff should they encounter a situation they cannot resolve. Refer to the handbook and contract about appropriate dress, language and behavior.

The following Wesley House violations will result in conduct sanctions. The sanctions are subject to change as determined by the Campus Minister/ Director. The goal of Wesley House is to apply sanctions in a fair and equitable manner, taking care to ensure due process. The Tyler Junior College Residential Life and Housing Code of Conduct contains explanations of policies and definitions that apply to Wesley House residents. In addition, there are some policies and conduct guidelines that are specific to Wesley House residents. Though this list is not exhaustive, below are sanctions that apply to various violations and the standards that apply at Wesley House.

- A. Drugs and drug paraphernalia on campus or at Wesley House – ZERO TOLERANCE – Immediate and permanent removal from Wesley House.
  - B. Fighting on campus or at Wesley House – ZERO TOLERANCE – Immediate and permanent removal from Wesley House
  - C. Weapons on campus or at Wesley House – ZERO TOLERANCE – Immediate and permanent removal from Wesley House.
1. Visitation violations: Visitation is defined as having a guest in your room. A resident who has a roommate is expected to understand the roommate's needs when a guest is present since the room is a shared space. The Rule is in place for the safety of all residents since a guest after hours would not be expected by residents and their presence may disturb a sense of security.
- a. 1<sup>st</sup> documented offense – written warning
  - b. 2<sup>nd</sup> documented offense – loss of visitation privileges for student/students involved for two weeks.
  - c. 3<sup>rd</sup> documented offence – Wesley House probation and loss of visitation for one semester.
  - d. 4<sup>th</sup> documented offense – removal from Wesley House.

2. Alcohol/alcohol paraphernalia/public intoxication. Alcohol often reduces a person's ability to function and relate well with others. Inebriation causes disruption in the community.
  - a. 1<sup>st</sup> documented offense - \$50 fine and/or community service at the Director's discretion, parental notification, mandatory participation in alcohol education program
  - b. 2<sup>nd</sup> documented offense - \$100 fine and/or community service at the Directors' discretion, parental notification, Wesley House probation.
  - c. 3<sup>rd</sup> documented offense – removal from Wesley House.
3. Noise and/or quiet hours violation. Academic success and learning are the purposes of campus life. Excessive noise disrupts study hours and is disruptive to proper rest.
  - a. 1<sup>st</sup> documented offense – written warning
  - b. 2<sup>nd</sup> documented offense – 2 hours community service at Wesley House
  - c. 3<sup>rd</sup> documented offense - \$100 fine and/or community service at the Director's discretion and Wesley House probation
  - d. 4<sup>th</sup> documented offense – removal from Wesley House
4. Community Standards Violation. We live in community. Behavior that is offensive to others or disrupts the personal or academic progress of others will not be allowed. This includes social media use about other residents.
  - a. 1<sup>st</sup> documented offense – written warning.
  - b. 2<sup>nd</sup> documented offense – Wesley House probation and loss of visitation for the remainder of the semester.
  - c. 3<sup>rd</sup> documented offence – removal from Wesley House.
5. Public Disturbance Violation. Residents are expected to regulate their behavior. Disruptive behavior which keeps others from rest and fully engaging in their academic pursuit is not acceptable.
  - a. 1<sup>st</sup> documented offense – written warning.
  - b. 2<sup>nd</sup> documented offense – Wesley House probation.
  - c. 3<sup>rd</sup> documented offense – removal from Wesley House.
6. Fellow resident, staff or student harassment. We are all children of God and respect of the individual is always expected. This includes physical harassment as well as digital harassment or social media presence.
  - a. 1<sup>st</sup> documented offense – Wesley House probation and referral to the Director/Campus Minister.
  - b. 2<sup>nd</sup> documented offense – removal from Wesley House.

7. Misuse of TJC ID or Key. Residents deserve to live in a secure safe environment. Misuse of the key or giving it to someone else to use is never acceptable. If a key/id is lost it must be replaced by the resident within 48 business hours.
  - a. 1<sup>st</sup> documented offense – written warning.
  - b. 2<sup>nd</sup> documented offense – removal from Wesley House.
8. Health and Safety Checks. We work hard to keep the Wesley House in good repair. Dirt and uncleanliness can cause several hazards from pests to mold. You must keep your room clean and uncluttered and follow all rules about electronic use. Inspections are periodic at staff discretion.
  - a. 1<sup>st</sup> documented offense – written warning.
  - b. 2<sup>nd</sup> documented offense - \$25 fine and/or community service at Wesley House at the Director's discretion.
  - c. 3<sup>rd</sup> documented offense - \$50 fine and/or community service at the Wesley House at the Director's discretion.
  - d. 4<sup>th</sup> documented offense – permanent removal from Wesley House.
9. Damage to or removal of common area furnishings, amenities or electronics. These items belong to the Wesley House and help this be a place for relaxation, community life, and study.
  - a. 1<sup>st</sup> documented offense – Financial restitution to Wesley House, and community service at Wesley House at the Director's discretion.
  - b. 2<sup>nd</sup> documented offense – Financial restitution to Wesley House and permanent removal from Wesley House.
10. Smoking/vapor smoking in and around Wesley House. Smoking/ Vape use is prohibited on the TJC Campus!
  - a. 1<sup>st</sup> documented offense - \$100 fine and/or community service at the director's discretion.
  - b. 2<sup>nd</sup> documented offense - \$250 fine and/or community service at the director's discretion and removal from Wesley House.
11. Sexual relations at Wesley House. We are a Christian Dorm and abide by the standards of the Biblical witness concerning human sexuality which says that sexuality is a gift of God to be experienced in the relationship of marriage.
  - a. 1<sup>st</sup> documented offense – parental notification and loss of visitation for the semester.
  - b. 2<sup>nd</sup> documented offense – removal from Wesley House.

12. Overnight guests: Same-gender overnight guests are ONLY permissible with the advanced written approval of the Director/ Campus Minister or Business Manager and with the written consent of the resident's roommate. Visitors may use the suite shower with the written consent of all suitemates. Otherwise, the overnight visitor must use the shower located off the common living space of building one. Visitors may stay a maximum of two nights.

- a. 1<sup>st</sup> documented offense – parental notification and loss of visitation for the semester.
- b. 2<sup>nd</sup> documented offense – removal from Wesley House.

13. Getting locked out during visitation/office hours. While the staff are here to serve students getting locked out means you have not thought about your key. If you lost your key, you must replace it in 48 business hours.

- a. 1<sup>st</sup> documented offense – written warning.
- b. 2<sup>nd</sup> documented offense – written warning.
- c. 3<sup>rd</sup> and all subsequent documented offenses – written warning and \$10 fine

14. Getting locked out in the middle of the night (this means after visitation/office hours)

- a. \$10 fine for every violation.

At any time, the Wesley House Campus Minister/ Director reserves the right for immediate removal from Wesley House based on the severity of the incident or an accumulation of incidents.

Visitation:

1. Visitors may ONLY visit Wesley House during visitation hours determined by Wesley House staff.
2. Visitors must enter Wesley House through the West entrance (just off the parking lot for Building 1) and the East entrance (just off the parking lot for Building 2) and sign in on the log located on the stands. The visitor must provide all the information requested on the log. Falsified information will be grounds for immediate removal from Wesley House.
3. A Wesley House resident or staff member must always accompany visitors.
4. Should the visitor violate any of the TJC housing or Wesley House guidelines, that visitor will be asked to leave. Multiple violations will result in the visitor being barred from Wesley House.

The Fridge and Freezer in the Laundry Room:

Students must mark their food with their name and the date they put the food in the refrigerator. All food must be in a closed and sealed container. Food, which is old or inedible, as determined by staff, will be removed. Each resident may purchase a small shoebox sized, plastic container to put in the refrigerator to keep groceries. Please put your name on it.

The Kitchen: Residents may use the kitchen areas, but must keep all utensils, pots, pans, dishes picked up and removed when they leave the space after cooking. Any items left out may be removed and thrown away.

Laundry: Residents must follow the directions and guidelines for laundry use as posted in the laundry room. Clothes left in a dryer/washer may be removed by staff and placed in a secure location if it is not removed in a suitable time frame.

The grill is available at reasonable hours. It must be cleaned and the area around it returned to its a clean condition.

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Resident

Date

Parent

Date