

Welcome to Residence Life

Welcome to the residential community at Covenant College! You are now part of a living and learning community experience that will become one of the most important components of your education at Covenant College. Through your residence life experience you will be a witness not only to God's grace in your life, but also in the lives of those living around you.

We hope to engage and foster the following values in each student through the residential experience.

1. Grasp of the Gospel

Of primary importance is that Covenant students have the opportunity to understand the Gospel and know the freedom from guilt and fear found only in Christ. A greater understanding of their sin and significance in Jesus Christ should have impacts in their relationships as well as in their developing the habits of rest, repentance and joyful obedience to the Lord both individually and corporately.

2. Heart for Discipleship

Living in community with Christian brothers and sisters provides plentiful opportunities to die to self and to live for Christ while learning to love the Word and live by it. One primary path for this is in developing a love for being discipled and in turn desiring to disciple others. Through active membership in a local church and pursuing vocation with a Kingdom-oriented perspective, students will in turn develop hearts tuned to service that is Christ-like while learning to love what the Lord loves.

3. Maturity in Wisdom

We desire that our students learn to "live skillfully." As a residential college, we purposefully present to them opportunities to develop relationships, resourcefulness, problem-solving skills, responsibility for decisions, and forgiveness. We seek to encourage students as responsive life-long learners and responsible social participants to be redeemed image-bearers whose worldviews are consonant with the Word of God.

4. Cultural Intuition

Beyond cultural intelligence or mere tolerance, we desire that our students develop a cultural sensitivity to the world and empathy for other cultures different from their own. Our goal is mutual cultural understanding through a Biblical frame of reference which considers others as more significant than ourselves while being quick to listen and learn from others.

5. Convicted Civility

Seeking to develop critical thinkers and not merely critical people, we want to challenge students to develop in their ability to consider multiple perspectives of an issue and maintain a Christ-like love in defending their position. We desire to develop discerning and relational graduates who can agree and disagree with others in a way that embodies the transforming love of Christ.

Residence Hall Staff

Our staff at Covenant plays the crucial role of developing and maintaining an environment that is conducive to the formation of a safe and supportive Christian community. Staff members are prayerfully selected and carefully trained to provide programs and services that facilitate individual and community growth. They are responsible for supporting and enforcing college goals, policies, and regulations. Their specific functions are as follows:

Resident Directors (RDs)

The Resident Directors are full-time professionals whose responsibility is the overall administration and direction of the residence halls. They work at developing and maintaining a community that is conducive to learning and consistent with Christian values. In a supervisory role, they act as leaders and facilitators for the Resident Assistants, and are available for any advising, or administrative needs you may have concerning residence hall living.

Daniel Mouw, Carter
Isaiah Barnfield, Founders

Adele Zitzman, Maclellan/Rymer
Hannah Bloomquist, Andreas/Apts.

EMERGENCY RD NUMBER

(706) 419-1176

Community Coordinators (CCs)

The Community Coordinators live on campus and focus on leadership and mentorship for the discipleship coordinators, support and care for students on academic probation, and help with the planning and implementation of campus wide programs. They are not over a specific residence hall but are a resource for the entire residential community.

Katie Tingle
Nathan Allen

Community Coordinator
Community Coordinator

Resident Assistants (RAs)

Resident Assistants are student leaders who provide opportunities and experiences for the residents of Covenant College to engage in biblical community. Through educational, social, and spiritual activities, life-on-life discipleship, and upholding Covenant College's standards of conduct, RAs promote safe and supportive environments that are conducive to the academic and social climate of Covenant College.

<i>Carter Hall</i> 2 nd Central – Kyle Delk 2 nd South – Si Mitchell 3 rd North- Tindol Pate 3 rd Central – Ginny Moore 3 rd South – Frances Bayly 4 th North – Grace Ann Arnold 4 th South – Hannah Tippens Borderlands – John Leon Donoghue Ghetto- Chase Waller	<i>Founders Hall</i> Catacombs – Stephen Bankson 1 st Belz – Michael Hoffman Brethren – Michael Nemati Ekklesia – Jag Williams Blackwatch – Daniel Madden Jungle – Hannah Lloyd Balcony – Laura Scott Tomlin Jubilee – Callie Bader Highlands – Kate Moreau Gracewell – Anna Rohl
<i>Maclellan/Rymer Hall</i> Sutherland – Richie Hennessey Five Points – Samuel Moore Suburbs – Dillon Shaw Lawrence – Thomas Harrison Rowan – Abby Hynson Harambe – Abby Tosh Halcyon – Brittany Stout Chi Alpha – Amaris Capen	<i>Andreas Hall</i> Bloodfield – Zach Dean Ithaca – Andy Soto Ruhama – Anne Fuller Kallah – Ellie Blauw Imani – Joanna McKinney The Fritz – Shelby Doctor
<i>Student Apartment: Lydia Berglar</i>	
<i>Transitional Housing: Lindsey Herndon, Sam Kaweck, Anelise Marshall</i>	

Facilities Services

Facilities Services consists of an on-site supervisor and a workforce of Mark 10:45 and work study students. They are responsible for cleaning and maintaining a safe living environment for the residents of each building, in compliance with the Residence Life Manual. The main office for Facilities Services is located in the basement of Carter Hall in room 22. Residents can submit a maintenance work order online at <http://scots.covenant.edu>.

Residence Hall Policies

Open Hall Hours

Open hall hours are regularly scheduled to provide an opportunity for co-ed visitation in the residence halls. These hours will be strictly enforced. Non-compliance will result in disciplinary consequences. The following guidelines will be enforced:

1. Except during posted open hall hours, you may not enter the living areas of the other gender without prior permission of the RD. If you wish to have family members come and see your room, please make arrangements and receive permission in advance from your RD.
2. Residence halls are open for visitation on Friday nights from 6-11 p.m., on Saturday nights from 4-11 p.m., and on Sunday afternoons from 1-5 p.m. Do not wait for an RA to tell you to leave at the end of open hall hours—it is your responsibility to be out on time.
3. The door to any room where a visitor is being entertained is to be open (at least one foot), and the room must have at least one light on (other than the light from the TV).
4. Any Res. Life staff member has the right to confront and/or ask visitors to leave if there is inappropriate conduct.
5. Please be courteous and respect the privacy of any resident who does not wish to participate in open hall hours. As a resident, communicate your privacy expectations with roommates and/or hall mates.

Quiet Hours

Our philosophy is that the residence halls are designed for sleep, study, and socializing in that order. We ask you to keep the noise of your relaxation or entertainment within the confines of your own room.

Quiet hours are a necessity for community living to foster an atmosphere conducive to adequate study and rest. You are expected to maintain reasonable levels of noise at all times in the residence hall. The following times have been designated as Quiet Hours for all residence halls:

11:00 p.m. to 9:00 a.m.

Additional quiet hours may be mandated by your Residence Hall staff at any time, and a 23-hour quiet hour policy will be in effect during the exam weeks.

Where there are disagreements about noise levels, we expect all conversations and confrontations to be handled in a way that reflects our Christian faith. We ask that you respond with consideration and promptness when asked to be quieter.

Student Hours

Sunday through Thursday, students are encouraged to be in their respective residence halls by 12:00 A.M. and by 1:00 A.M. on Friday and Saturday. We want all students to make sure that someone back on campus is aware of their plans when they are leaving campus for an extended period of time. Covenant does not have a check-in/check-out policy, but we want to encourage students to be responsible and leave contact information with their roommate or RA as needed.

Guest Housing

You may invite guests of the same gender to stay overnight in the residence halls when space is available, only if you have notified your RD and RA and permission has been given by all residents of the room where your guest will stay. Please have your guest sign in on the Guest Sheet on the RD's office door. You may not sublease your room.

A guest may stay on campus a maximum of three consecutive nights and may do so no more than twice each month. Your guests are under the same residence hall regulations and campus expectations as present students. You are responsible for all actions of your guests. Any guest failing to comply with regulations will be asked to leave campus.

Room Availability during Breaks

The residence halls will be open for occupancy when the College is in session and over fall, Thanksgiving, spring and Easter Breaks. In some circumstances, students may be asked to stay in other rooms on campus. It is not an option for you to stay in your room during Christmas and summer breaks.

Room Contracts

At the beginning of every academic year, you must sign a room contract with your RD. The contract is an agreement between the student and Covenant College explaining for what each party is responsible. An example of the form is reprinted at the end of this manual so you can refer back to it if you have questions.

Room Assignments and Changes

It is important to note that to be eligible to live in campus housing students must be between the ages of 17-24, enrolled in a minimum of 12 semester hours and actively pursuing a degree.

The College reserves the right to make room and roommate assignment. Room fees are based on maximum room capacity. Therefore, the Student Development office also reserves the right to reassign students who are without roommates. Room contracts may be terminated whenever this seems in the best interest of the residence hall community.

1. New Student Housing

- Room assignments for new students are made by the Student Development staff in conjunction with Admissions personnel.
- New students, transfers and re-entering students are assigned with an attempt to honor room and roommate preferences.
- Students submitting enrollment deposits and the residence hall information form will be assigned on the basis of the date each is received.

2. Returning Student Housing

- Returning students should request a room during the housing process and indicate roommate preference before leaving at the end of second semester.
- Students must pay their enrollment deposit before they are eligible to participate in the housing process.
- Specific housing guidelines will be distributed prior to housing sign-ups in April.

3. Room Changes

- Changing rooms and/or roommates during the academic year is not normally permitted. However, in the event that circumstances indicate the need for a change, you must secure permission and final approval from the Resident Director and Associate Dean of Students, Residence Life before a new room or roommate assignment is effective.
- No room changes will occur in the first two weeks of the school year. Please see the contract in the back of this manual for additional information.

4. Off Campus Housing

- Off campus privileges are granted to students who are either living at home with their parents, married, 25+ years of age, or part-time status. Seniors (90+ credit hours) or juniors who have lived on campus for six semesters and who are in good standing with the Office of Student Development and other College departments (no disciplinary records or holds on account and not on academic probation) may also live off campus.
- Students found to be living off campus without having met these requirements will be required to return immediately to campus housing.

Combining Rooms (Sleep/Study Set-Up)

Students who want to set up a sleep/study room combination with another room on the hall (or within their suite) must follow certain guidelines. A Sleep/Study Room Request Form must be filled out and approved by the Resident Director, and all residents must agree to the combination. No more than two rooms may combine with each other. Rooms with freshmen may not be combined until after Fall Break. Residents will be held responsible for the room and key that they were originally assigned.

Keys

If you lose or do not return your residence hall key, there will be a \$25 replacement charge. If you do not return your key to your RD when you move out of your room, your grades will be placed on hold until you pay the \$25 replacement fee. Keys are not to be duplicated. You, as the key holder, are to return the key to your Resident Director only. Covenant College reserves the right to recall keys at anytime. The room key remains property of the College and must be turned in upon request. You are responsible for all activity that takes place in your room; therefore, you should make every effort to insure your room is locked when you are absent.

Pets

1. Except for fish, no pets are allowed in any campus housing. Students must keep all fish, contained in small aquariums (no more than 10 gallons), in their rooms and not in the commons or the hallways.
2. We will not tolerate other animals in the residence halls, any fish that becomes a nuisance to others, or any situation where animals are treated cruelly. If these occur, the RD has the right, without any appeal on the part of the student, to remove the animal from the residence hall.
3. Resident Directors are the only individuals permitted to have a pet in the Residence Hall.

Withdrawing from Residency

If you find it necessary to withdraw from the College and your residency, you must obtain the proper forms from the Records Office. Also, you must comply with the cleaning deadline inspections as defined in the check-out procedures below here on page 5. Please see the academic bulletin for the refund schedule on tuition and room and board fees. You can find this information in the catalog on Covenant's website located under academics or contact the Office of the Registrar at 706-419-1134.

Early Arrivals, Late Departures

1. Students must follow the stated times for move-in and move-out days at the beginning and end of each semester. Even if students are not staying on campus during these extra days, they may not keep their belongings in their room. Students who move in earlier or leave later than the stated dates will be charged \$100/day.
2. Returning upperclassmen students, who have a sibling entering as a freshman or transfer, will not be allowed to move into their residence hall at the same time as those participating in new student orientation. Returning students must wait until the residence halls have been opened for all students. This policy is in place in order to provide a time on campus when new students are able to acclimate to being at Covenant before the broader student body arrives.
3. Students needing to arrive early to work for the College must be requested by their department supervisor and given permission by the Associate Dean of Students, Residence Life. The department will pay a small fee to cover the student's extra housing and meal costs.

Check-Out Procedures

You are held responsible for completing the terms of the residence hall contract before vacating your room. You will be asked to go over the room condition report with your RA and to turn in your key to your RD prior to departure from campus. No individual may turn in a key for a roommate or a friend. If you fail to check out in the above manner, you may be charged a fine up to \$100 and have a hold placed on your Banner account.

Cleaning deadline inspections are held at the end of each semester, usually on the Saturday prior to final exams. At this time, your room must be cleaned and all furniture returned to its original position. Personal possessions (books, clothes, etc.) may be left in place for your use during exam week. Failure to cooperate and participate completely in the cleaning/inspection process will result in a minimum \$50 fine.

Damage and Repairs

Under the terms of the residence hall contract, you are held responsible for your actions which intentionally or unintentionally result in damage to the buildings, grounds, or College-owned furnishings. You are also liable for a service charge for any unusual housekeeping service that you may incur. Any charges for damages in your room will be shared equally by the occupants of that room unless an individual has assumed responsibility for them, in which case that person will be charged the total cost of repairs. You are responsible for the condition of your room from the outside of the door to the outside of the window.

Damages occurring in other College areas for which the responsible person cannot be determined may be billed in the following ways: 1) damages within a specific floor may be billed to all members of that floor, the cost being divided equally; 2) damages occurring in public areas, such as the commons and lounges, may be billed to all residents occupying their respective space. This approach to handling damages on campus is a result of our belief that all members of a community bear significant responsibility for maintaining the facilities as safe places to study and live.

Cleanliness of the Rooms

1. You are responsible for the cleanliness of your own room, from the outside of the door to the outside of the window.
2. The residence life and facilities management staff reserves the right to inspect a room's cleanliness, safety, and structural integrity throughout the year.
3. The first and simplest guideline for cleaning your room is that the room must always be healthy and safe. If the room is kept in a disorderly fashion, it may present a health or safety problem for those in the room. A disorderly room also inhibits proper sleep and study habits.
4. Each room should always be kept in a manner that allows safe and unobstructed passage to the door or external windows. Unobstructed passageways allow for easy exits in case of a fire; therefore, bedroom furniture should not block windows or doors.
5. Vacuums are available in each residence hall for your use, and toilet paper is available from the Facilities Services office in the basement level of Carter Hall. You are responsible for providing the remainder of your cleaning supplies. Hallways, common areas and public bathrooms are cleaned by Facilities Services on a regular basis during the week.

Care of the Rooms

How you care for your room affects the living-learning environment for other residents in the community. Living in a way that edifies others, stewards resources, and promotes learning is essential to an academic culture.

1. Please use white sticky tack or 3M Removable Command Strips to attach posters and pictures to walls. No nails, tacks, or duct tape may be put in the walls, doors, or ceilings of rooms. Andreas residents may **only** use small thumbtacks (but may not exceed 30 pinholes per room) or sticky tack. They may not use 3M Removable Command Strips because of the damage they cause to the wall. Please do not remove wall items yourself.
2. Students may not climb through windows or in any way damage or mar wooden window casings. If curtains are desired, spring tension rods are the only approved curtain rods for the window casings. Do not force the windows open horizontally unless you are cleaning them—replacing these windows will cost you approximately \$600. Students climbing through windows will be charged a \$50 fine.
3. Trash cans are placed in the commons or cleaning closets on each floor. You are responsible to bring all trash from your room to these locations.
4. All rooms will be inspected for cleanliness at the end of each semester. In addition, the College reserves the right to make inspections during the school year, although there are no regularly scheduled room inspections.
5. Alcoholic beverage containers—empty, full, or partially full—are not permitted on campus. Neither are any other objects, posters, signs, personal photos, items of clothing, etc., which depict, promote or advertise tobacco, alcohol, or drugs.
6. Objects, posters, photographs, magazines, or depictions that are, or border on being, pornographic or obscene should not be posted or displayed. RAs and RDs are available to help you make some judgments in this area if questions arise. Residence life staff members reserve the right to determine what is appropriate in the residence halls.
7. It is a violation of Covenant College policy and state/federal law to possess or display government/municipal signs or equipment. RDs will confiscate these items.

8. We do not permit any inappropriate or offensive flags, (i.e the confederate flag, swastika etc...) to be displayed anywhere in the residence halls, as it may be considered offensive and disrespectful to some members of the community. The residence life staff reserves the right to determine what is offensive.
9. No flags, posters, banners, etc. are to be hung outside the residence halls at any time.
10. No loft construction or other renovations are permitted in rooms. A loft is defined as a platform reachable by a ladder or stairs that serves as extra space in a room often used for sleeping which allows for additional floor space.
11. No storing objects of any kind above the ceiling tiles. There will be a \$50 fine given to any student who has placed any object above the ceiling tiles.
12. The College reserves the right to remove decorations deemed to be inappropriate or objectionable by the Residence Life staff.

College Furnishings

College property is not to be “borrowed,” “loaned out,” or permitted to leave the campus under any circumstances. Do not remove (or permit the removal of) furniture, mattresses, vacuum cleaners, etc., from the campus areas in which they belong.

Bedroom Furniture

1. All furniture must stay in the bedrooms of your hall. There is no storage space available for beds, mattresses, or other bedroom furniture: not commons, lobbies, student storage areas, or electrical closets.
2. Beds may only be raised by approved bed lifts, and may not be bunked beyond double.
3. While most of the beds look alike, they are not all interchangeable. For this reason, it is important that beds not be mixed with beds from other floors. Make sure you keep your own bed pieces in your own room or tagged with your name so that you can put them back together correctly at the end of each semester.
4. All mattresses at Covenant are extra long twin (38” x 80”).
5. At the end of each semester, all beds need to be bunked and the room furnishings set up like beginning of year.

Hallways

We are under obligation by state fire codes to keep the hallways clean and clear so that the buildings can be evacuated quickly in the case of an emergency. *You are not allowed to leave any of your belongings in the hallways outside of your rooms.* The Fire Marshal or Covenant College staff members are apt to make surprise inspections to insure that hallways are clear and that state fire codes are being maintained.

Facilities Services has been given the task of keeping the hallways and stairwells clear. Any personal items left in the hallway will be confiscated by Facilities Services and turned over to the Resident Director. In order for students to reclaim their personal belongings from their RD, they will be expected to: 1) prove ownership; 2) sign a “Return Receipt” that levies a \$10 handling charge to their student account; 3) claim their items within a week. The residence hall staff will regard any item not claimed within a week as abandoned property and dispose of it promptly. Beds or other College furniture left in hallways, commons spaces, or incorrect rooms will be put back into the original rooms and a replacement charge will be levied to the room’s occupants.

Commons

Hall commons are for the use and pleasure of that floor’s residents. Each hall commons should be kept orderly and conducive for studying and socializing. All those who wish to use these facilities are required to keep them clean and free of debris and stored items. Items that appear to have been abandoned will be collected by Facilities Services. Some commons areas are equipped with microwaves, stoves and refrigerators. This equipment, along with the furniture, is not to be taken out of commons, lobbies and public areas. Any specific questions about use or furnishings of the commons should be directed to the RD of that building. Food or dishes left out overnight will be discarded each morning.

Weapons

In accordance with Georgia Code 16-11-127.1 a “safety zone” exists on all school property. As a school in Georgia we’re subject to a very stringent ‘no weapons’ policy enacted by the State Legislature. In general, the state of Georgia prohibits any weapons on school property or within 1000 feet of school property. This includes things like swords or large knives, paintball or air guns, any hunting equipment such as ammunition, firearms of any sort and martial arts equipment. Please leave all such items at home.

Covenant College has also made a blanket exception for kitchen utensils and blades used for work purposes. Blades may be no longer than two inches.

Severe Weather (Tornado)

When a TORNADO WATCH is issued, students/residents should be prepared to move to a pre-selected area of safety on the ground floor or basement. Please see tornado emergency procedure signs posted in your residence hall room for specific locations. Also, register for ScotsAlert emergency updates to be sent to your cell phone (<http://www.covenant.edu/students/safety/scotsalert>).

In the event of a TORNADO WARNING, the tornado siren will be sounded and a ScotsAlert will be sent via email and text to the campus community. Students/residents should proceed at once in an orderly fashion to a pre-selected area of safety on the ground floor or basement and remain there until the Tornado Warning has been cancelled. All students should remain in this designated area until authorization to leave is confirmed by a Covenant official. Should a tornado hit the campus or immediate area, everyone should restrict his or her movement until the area is cleared of hazards such as power lines, gas lines, and unstable structures.

Fire Safety Protocol

Fire in one of our buildings could be a matter of life or death. Fire alarms are located in every building, and signs in each building point to outside exits. Drills are held at unannounced times day or night, and the RAs are responsible for making sure all residents understand the evacuation procedures. Evacuation maps are posted on each floor or each section of the floor near elevators, stairs, and fire alarm pull stations. Everyone should be aware of alternate routes in case the main exits are blocked. When the alarm sounds, walk to the nearest exit and follow the instructions listed below:

If the alarm is in:

Go to:

**Residence Halls and all
Other Campus Buildings**

Chapel Auditorium
(will be unlocked as soon as possible) and be seated.

Chapel

Great Hall (Carter)
and be seated.

Please stay off the roads and remain at least 200 feet from the building in which the alarm is sounding until a fire official indicates safe re-entry.

In case of fire alarm, Covenant College safety officers, members of the West Brow Fire Department and the Residence Hall staff are in authority and must be listened to and obeyed.

Refusal to evacuate the building or cooperate with the authorities listed above is considered a serious disciplinary violation and could result in a \$500 fine.

Fire and Safety Hazards

You are responsible to help us build a safe environment. **The following items and actions are prohibited** on campus because of the fire and safety hazards involved. Disciplinary actions will be taken if these policies are not met with strict compliance.

1. Heat-generating appliances (including toasters and indoor grills).
2. Multiple outlet converters, ceiling fans, space heaters and window air conditioning units
3. Candles or incense, or use of flame-producing instruments (matches, lighters, hurricane lamps, etc.). This includes
4. Storing any flammable material such as gasoline, kerosene, camping stove fuel, etc.
5. Hanging non-LED Christmas lights in rooms or hallways, except for an approved Residence Life event, when they must never be left unattended.
6. Live Christmas trees
7. Any lamp that uses a halogen bulb.
8. Fireworks, firearms (including BB guns, air guns, pellet guns, or paint guns), other weapons (including blades, swords, martial arts items) or explosives of any kind.
9. The use of extension cords is discouraged by the Georgia State Fire Marshal and our insurance company. Therefore, if extension cords are used in the residence halls, they must be heavy duty (at least 14 gauge wire) and no longer than six (6) feet. Cords may not be run under carpets or rugs.
10. Tampering with fire alarms, fire extinguishers, smoke detectors, locks, elevators, voice mail systems, telephones, or other safety equipment provided for the protection of the Covenant College community. Tampering with such items will result in serious action against the offenders. There will be an automatic fine and probation leveled against offenders, and they may also be turned over to civil authorities for discipline.
11. Students will be charged a \$500 fine for all fire alarms that are set off, whether they are intentional or accidental. Please use extra caution while cooking, etc., so that a fire alarm is not accidentally set off.
12. Electric skateboards including self-balancing boards/scooters and other similar equipment (These devices' batteries can burst into flame—especially while being charged—resulting in a metal fire that can burn with intense heat.)

The Following items are permitted in Campus Housing:

1. Hair dryers*
2. Automatic coffee pots*
3. Irons*
4. Crock-pots*
5. Equipment dispensed by the College clinic.
6. Small televisions
7. Refrigerators (5 cubic feet or less)
8. Microwaves (900 watts or less) are also permitted.
9. LED Christmas lights are permitted in the residence halls.

* Items not permitted to be left unattended.

Initiations (no nudity or hazing)

Covenant College does not condone nor encourage hall or team initiations of any kind. The world has changed and the myriad of lawsuits over the past several years have only confirmed that we cannot force, manipulate, peer pressure, coerce, or unduly pressure students to participate in an event that even resembles hazing. Georgia code clearly states that it is unlawful for any person to haze any other person in connection with or as a condition or precondition in gaining acceptance, membership, office, or other status in a school organization. More importantly, scripture teaches us how we are to love one another and actually consider others as more significant than ourselves (Phil. 2:4). When we require others to “do” something in order to be a part of a community, we are failing to love them unconditionally.

Hall communities and team athletics are some of the best attributes of Covenant. We believe that the RA and the upperclassmen on a hall or team are instrumental in mentoring and building community; however, people can still join together in ways that do not include humiliation, embarrassment, sleep deprivation or otherwise disruptive elements to the new students' experience here at Covenant.

To be more specific:

- We never use the words "hall initiations" or “team initiations.” These should be fun, encouraging, welcoming, and bonding events
- We need to check with the students in a one on one context prior to any bonding events (not right during the event, but at least a day before).
- Even if the student agrees, we never do anything embarrassing or humiliating to the student.
- Nothing can take place in the middle of the night or early in the morning before a school day.
- No nudity or hints of nudity.

Unstructured Activities

As stated earlier, residence halls are also a place for relaxation and entertainment. As you enjoy each other's company in planned and spontaneous activities, be aware of the following rules:

Do not play outdoor sports inside the residence halls. You will be held responsible for any damage (intentional or accidental) to College property that results from your actions. The wireless ports and fire alarms are vulnerable to damage, and setting them off carries a \$500 fine.

For the safety and respect of the campus community, there should be no items thrown from windows of the residence halls. A \$50 fine will be assessed to each person responsible and any damages caused to college property will be charged those responsible.

Water fights are not permitted in or near campus buildings. A minimum fine of \$50 will be given to anyone disregarding the following guidelines:

1. No water or water balloons are to be thrown out of windows or from balconies or roofs.
2. Persons must not be included in water fights against their will or taken by surprise.
3. Water fights should not be held at places or times, or for such long periods of time, that study is disrupted for those not participating. Participants in a water fight are responsible for any damages or injuries to people or to property that occur during or as a result of the water fight.

Pranks

The Residence Life staff believes there can be a place for good-natured, well-planned pranks, where the spirit of loving friendship and respect for the whole campus community guides creativity.

Any pranks carried out are expected to be non-harmful (to people and property), peaceable, and must align with the following:

1. No College policy may be violated.
2. Absolutely no animals, dead or alive, may be used.
3. Absolutely no bodily fluids or solids may be used.
4. No "closed hall" rules may be broken without the advance permission of the RD of the building in which the prank is accomplished.
5. If *anyone* – student, staff, or faculty – catches the prank in progress and tells you to stop, you must stop immediately.
6. The originators of any prank will be held responsible for resolving all negative repercussions of their actions, including, but not limited to, unintentional and unforeseen damage of property. Originators are also responsible to clean and restore campus environments to their original state after pranks.

We do not permit cross-dressing or any derogatory portrayals of men or women at Covenant College. Students who wish to play a role of the opposite gender in a skit must work with the Student Development supervisor overseeing the event to make sure it is done in an appropriate and respectful manner.

Campus Facilities and Services

Laundry Facilities

Washers and dryers are available for your use, and are owned and maintained by an outside vending company. These are located in the service area in the basement of Carter Hall, in the lower level of Founders Hall, and on the first floors of Maclellan and Andreas Halls. If you have problems with any of the machines, place an out-of-order sign on it and contact

the ScotsCard office and your Resident Director. Please keep the laundry facilities clean and orderly. Clothing left in the washers or dryers or in the laundry room for more than a few hours may be confiscated.

Storage

Each residence hall has limited storage space available for trunks and suitcases in areas made available to all students. The Resident Director or Resident Assistants give accessibility to these areas. If you desire to place personal belongings in storage, clearly mark each item with your name, home address, and room number, and identification stickers. We attempt to keep these areas locked and secure, but we accept no responsibility or liability for items left in storage.

Unclaimed or non-labeled items left in storage during Christmas or summer breaks, or items left by students who no longer reside on campus are considered to be discarded by the student, and will be disposed of by the College.

CARTER HALL:	6th floor storage
FOUNDERS HALL:	
Women	4th floor storage
Men	2nd floor storage
MACLELLAN/RYMER HALL:	Basement (accessible from southern stairwell)
ANDREAS HALL:	4th floor storage
APARTMENTS STORAGE:	4th floor Andreas

If Your Room Needs Repairs

Requests for work to be done in the areas of building maintenance, housekeeping, or grounds may be made by completing a work request with your Resident Assistant. The RA will report the request to the RD or fill out an online work request form. Please report every work request immediately upon discovery, which will allow the College the best opportunity to act as good stewards of our facilities.

Medical Care

Health Services (Priesthill Center) is directed and staffed by a nurse practitioner and a part-time registered nurse, with clinic hours Monday through Friday, as posted. The Priesthill Center is located in Jackson Hall which is behind Founders Hall.

The NP and RN are available to take care of general health problems, and can consult and refer you to area physicians or specialists as needed. You are expected to purchase your own prescriptions, aspirin, and similar medicine cabinet needs. Allergy shots, T. B. tests, and shots necessary for trips abroad can be administered by the nurse.

For any emergency medical situation, please contact the Director of Health Services or a RA or RD. Do not hesitate to call for emergency help through 911 (no need to dial 9 first) if it is needed. If you need to go to the hospital or doctor it is your responsibility to find your own ride. If you are not able to secure transportation you may call a Community Coordinator (423-763-7324) for assistance in finding a ride.

Bicycles, Motorcycles, and Cars

All resident students are permitted to have bicycles, cars, or motorcycles on campus. Bicycles must be stored in the racks outside of the residence halls or in your room. They may not be left in hallways, stairwells, or common areas of the building. Motorcycles, or any other vehicles with fuel-powered engines, may not be stored in any campus buildings or on porch/covered patio areas. Parking for your car must be in an appropriate space, and you are responsible for all tickets on your vehicle, whether or not you're the one who parked it there. Please refer to the Student Handbook and the Parking Regulations from the Safety and Security Office for parking and registration information.

Insurance

Because of the prohibitive cost of insurance to cover vandalism, theft, or any damage of your personal property, Covenant College does not provide such coverage. If you desire insurance to cover clothes, computer, stereo, or other valuables, we suggest you contact your family's insurance broker, or seek coverage through your family's homeowner's insurance program.

Safety and Security and ScotsCard

You will be issued an ID card (ScotsCard) at the beginning of your first semester's enrollment. This card is meant to last from year to year, and is the property of Covenant College. Every student is to treat the ScotsCard with respect; do not bend, punch holes, deface, loan out the card or damage the card in any way. All college employees are also given ScotsCards when they begin employment at the College. You are expected to carry your ScotsCard with you at all times while on campus, and to present it to college, security, or law enforcement personnel upon request.

Students need their card in order to gain access into any residence hall and for entrance into the dining hall. The card is also used for all college related business and activities including: chapel attendance, library usage, admission to athletic events, and other college events. All students are required to familiarize themselves with the policies and procedures of their ScotsCard.

All cards reported lost or stolen will be deactivated immediately upon notification, blocking any unauthorized use of the account or access to other features. The ScotsCard Office is not responsible for any transactions made by a lost or stolen card.

All lost, stolen, or damaged cards must be replaced. Damaged cards include but are not limited to all broken, mangled, bent, and/or defaced IDs. There is an ID replacement fee of \$10—\$20 dollars for all proximity cards. Photos may be updated at no charge during the replacement of an ID. There is a \$5 administrative fee for updating photos without card replacement and for reactivation of formerly lost cards. All fees are subject to change.

In an attempt to provide a safe and secure campus, residence halls remain locked 24 hours a day with limited entry doors, and are only accessible by use of one's ScotsCard. Visitors to campus will not have access to residence halls unless admitted by a student or staff member. Please ask visitors to notify you in advance if they are coming so that you will be able to let them in. It is essential that you help us take precautions to avoid unfortunate incidents with unwelcome campus visitors. We urge you to keep watch on each other's vehicles and personal possessions.

Non-residence buildings are locked at 12:00 a.m. nightly, during the night watchman's rounds. They are unlocked prior to 7:00 a.m. when the guard goes off-duty. Non-residence buildings remain locked throughout the day on Sunday. Access to these areas after hours is limited to persons who have offices in those buildings or to persons who have obtained a security pass signed by college officials. Security passes can be arranged through the Safety/Security Office. All other persons will be asked to leave the premises, and a report, including names of individuals involved, will be filed in the security office by the campus safety officer.

College maintenance workers wear uniforms while working in residence areas so that they are identifiable to students. All college personnel are expected to announce themselves prior to entering the residence areas of the other gender. Non-college staff (outside contractors, for example) will ordinarily be accompanied by college personnel when they enter residence facilities.

Personal Safety Guidelines

As a campus community, it is essential that every individual student think of not only himself or herself, but also the safety of all. Each individual on this campus must at all times maintain a safe and orderly environment to ensure safety for others, even if he or she does not think that his or her own personal preferences require it.

To see the college's safety documents, please go to the college intranet site: <http://scots.covenant.edu>. Then under the section of Facilities & Services click on the "Safety & Security" link.

We live in a broken world where dangers still exist, and the best practice is to place yourself in safe situations. Please observe the following safety practices:

Around Campus

1. Run or exercise with someone you know.
2. Stay away from isolated areas and poorly lit areas at night.
3. Do not carry large amounts of cash.
4. Do not walk unescorted at night.

In Your Room

1. Keep your door locked when you're alone.
2. Lock your door when you go to bed.
3. Lock your door when you leave the room.
4. Hide valuables (including money). We highly recommend a bank account.

For Your Possessions

1. Engrave valuables with an ID number.
2. Lock your car or bicycle.
3. Record brand name, model type, and serial number of valuables and keep the list in a safe place.

Reporting Procedure

1. In any life-threatening or serious medical emergencies, call 911 and then notify campus personnel.
2. Let the Safety/Security Office know about any crime or security violations.
3. Report suspicious persons and activities to a security officer, RA or RD.
4. Carry your student ID card at all times.

Sites Off-Limits

Dade County maintains a water storage tank and pumping station that is located on college property on Jupiter Road near the Ashe/Barnes facilities. The fenced-in area that encloses the tank is off limits to everyone except authorized Dade County personnel. Any student violating the No Trespassing signs for any reason will be turned over to civil authorities for prosecution.

Construction sites are also off limits to all non-authorized people.

Campus building roofs are totally off limits to students for any purpose. Fire escapes and emergency exits are only to be used for their intended purpose. Because of the safety risk involved in such actions, the College will enforce a fine of \$150 for those violating these policies.

Fines

Lost key or key not returned	\$25.00
Not following check out procedures	\$100.00 + hold on Banner account
Failure to complete room cleaning/ inspection	\$50.00 minimum
Early arrival/late departure	\$100.00/day

Replacement of damaged residence

hall windows	\$600.00 approx
Climbing through windows	\$50.00
Storing any object above the ceiling tiles	\$50.00
Refusal to cooperate with authorities during fires or drills	\$500.00
Setting off fire alarms intentionally or accidentally	\$500.00
Disregarding rules for water fights	\$50.00
Throwing anything out of a window or from the veranda	\$50.00
ID replacement	\$15.00
ScotsCard photo update – no new card	\$5.00

Grounds Usage

Use of the general campus for extracurricular activity should be governed by Christ-like character, care for the community as a whole, good taste, discreet behavior, and additional consideration for your fellow students, and for those who maintain the buildings and grounds of this campus. Treat this campus with the same or better care you give to your own or your family's property.

Grounds personnel work very hard to maintain an attractive campus. We urge you to use the sidewalks rather than walking across the grass when going from place to place. Driving on grass areas is not permitted at the college. Please avoid dropping trash on campus, or just "near" a garbage can. Make sure it goes in.

Students should skate (rollerblade, skateboard, etc.) only on sidewalks and roadways at their own risk. Due to liability concerns, ramps and other skate structures are forbidden on campus.

Students may use their own personal hammocks around campus, as long as they are tied with rope or other material that will not damage the tree and be not more than five feet off the ground. Hammocks should be hung on trees with trunks 8 inches in diameter or greater. The attachment rope should be just above a 4" (or greater) diameter branch to keep the rope from sliding down the trunk. Hammocks must be removed when they are not in use, or they will be confiscated by the Grounds Department. Failure to comply will result in loss of privileges and can include a fine. Students should be cautious of their own personal safety and use discernment in choosing the trees on which to tie their hammocks.

Athletic/Recreational Facility Use

Swimming Pool

The pool is available for your use, from Memorial Day through Labor Day, provided that all posted rules are followed. Please keep in mind these guidelines for the safe and edifying use of the pool:

1. There is no lifeguard service provided; all students swim at their own risk.
2. If students engage in behavior that is dangerous or offensive to others, they will be prohibited from using the pool.
3. The pool is always closed after dark and open after sunrise.
4. If the gate is locked, the pool is closed.
5. Climbing over the fence to swim when the gate is locked is a violation of policy.
6. For consideration of Carter Hall residents, please use pool quietly.
7. The swimming pool is closed on Sunday, not because swimming on a Sunday is wrong, but because the noise from the pool will hinder a resident's opportunity to have a quiet Sunday.
8. Appropriate dress wear for the pool is modest swimwear. If there is a question, please see a Resident Director or Student Dean as to modesty or appropriate swim attire.

Sand Volleyball Court

There is a sand volleyball court behind Mills Hall available for use by all students.

Ashe/Barnes Facility

The Ashe/Barnes athletic facilities (south of Andreas Hall) are available for personal, hall and intramural use.

Tennis Courts

There are three outdoor tennis courts for student usage just south of the Ashe facility.

Intramural Fields

The intramural field behind the tennis courts is available for student use. Shadowlands field (across the street from the Student Apartments) is available for student use when allowed by the athletic department. Check with the intramural coordinator for availability. Scotland Yard is off-limits in order to keep it in optimum condition for collegiate games.

Residence Hall Room Contract (example)

Building _____ Hall _____ Room _____

Resident _____

- I. Covenant College agrees:
 - A. To provide the above-indicated rooms as living quarters to the residents named above, subject to Residence Life rules and regulations specified in the current Student Handbook and Residence Hall Manual.
 - B. To maintain the indicated rooms in a safe condition and in acceptable repair and appearance, subject to the availability of funds and personnel.

- II. Each resident student agrees:
 - A. To read and familiarize himself/herself with, accept, and abide by all college and Residence Life regulations for the entire academic year or period of occupancy.
 - B. To cooperate with staff members in carrying out the aims of the Covenant College Residence Life programs.
 - C. To occupy the above rooms as personal living quarters for the entire academic year as indicated in the college calendar in the current Academic Bulletin unless given permission by the college to occupy or vacate the space at other times.
 - D. To pay for damage to the rooms beyond normal wear and tear as assessed by the college.
 - E. To participate fully by the Cleaning Deadline at the end of each semester. Failure to meet requirements and/or deadlines will result in a \$50 fine.
 - F. To follow the checkout procedures specified by the Resident Director when he/she changes rooms, withdraws, moves off campus, or leaves at the end of an academic year. Failure to meet requirements and/or deadlines will result in a minimum \$50 fine.
 - G. To leave all college furnishings in the rooms. Moving any furnishings out of the room may result in fines and/or a charge to cover moving the furnishings back into place.

- III. General conditions and agreements:
 - A. The college reserves the right to make a room and a roommate assignment, allowing the student as much freedom of choice as is practically possible.
 - B. Housing fees are based on maximum room occupancy; therefore, the Student Development Office also reserves the right to reassign students who are without roommates.
 - C. The college reserves the right to have authorized college personnel enter any student's housing area for the purpose of inspection, maintenance and/or repairs, health and safety, and/or violations of college rules and regulations.
 - D. Any items in storage (located on the 6th floor of Carter) are stored at the risk of the owner and must be clearly labeled with name and room number. Unclaimed or non-labeled items left in storage during advertised storage cleanouts or at the end of the academic year will be disposed of by the college.
 - E. Covenant College shall have no responsibility for the theft, destruction or loss of property belonging to, or in the custody of, the student. Students are encouraged to carry their own personal property insurance and to always lock their doors.
 - F. This contract may be terminated by the college when necessary for the best interests of the residential community.

I have read, understood, and agree to abide by this document, and am accepting my room in the condition outlined on the Room Condition Report.

Accepted: _____
Resident's signature Date RD/RA signature

Terminated: _____
Resident's signature Date RD/RA signature