



# **Weatherford College Student Housing - Community Living Guide**

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# Introduction

Dear Resident,

Welcome to Weatherford College and WC On-Campus Student Housing (OCSH)! We're looking forward to a great year, and are glad that you will be a part of it. We strive to be a "home away from home" for you, and our goal is to provide a place where you can interact with others in a community while growing and developing as an individual. We welcome residents from all backgrounds, cultures, and lifestyles. Our hope is that this will broaden your attitudes and opinions and complement the academic knowledge you gain while at Weatherford College. We also want to be a support, encouragement, and vital piece in your success, both personally and academically. We strongly encourage you to tap into the many valuable resources that are available to you during your time here.

Living on campus is a great way for you to become involved in the activities provided by the college. Taking part in these activities, attending events, and getting involved in student organizations can greatly benefit you and the connections that you make. Our incredible staff and student leaders are available to assist you during your transition to Weatherford College and as you become a vital member of the OCSH community. We are here to help you grow educationally as well as individually. Do not hesitate to ask an RA (Resident Assistant), the OCSH managers, or any other college employee if you need any assistance at all.

Because we want the residence life experience to help make your stay at OCSH an enjoyable one, you will be asked to respect one another, encourage practices which create and support a learning environment, and promote a safe and secure community. We have established a list of policies and procedures to provide a safe, comfortable environment conducive to your educational, social, and overall developmental growth. Please take some time to review this Community Living Guide so that you can get the most from your stay with us.

We are looking forward to getting to know you! Let us know if you have any questions or need more information.

Sincerely, OCSH staff

*Weatherford College reserves the right to make any changes at any time to this Community Living Guide to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes. Information provided by this Community Living Guide is subject to change without notice and does not constitute a contract between Weatherford College and the resident.*

## Academic Success Resources

OCSH strives to foster an environment that allows residents to excel academically. Students living in OCSH are highly encouraged to take part in the academic resources that Weatherford College provides. Residents are also encouraged to speak with the Housing Manager for additional support and services regarding their academics.

Academic Resources Available:

- Academic Support Center—phone: 817-598-6278, location: Student Services (upper level).
- Student Support Services—phone: 817-598-6483, location: Student Services Building, Room 108.

Each of these resources may also be searched on the main Weatherford College website to review even further details and information.

## Adult Status

The State of Texas assumes legal adulthood at age 17. Therefore, all matters pertaining to academic performance, personal conduct, and payment of funds due the College are the student's personal responsibility. To aid your success in appropriately fulfilling this role we recommend the following: read all documents before signing; understand that your signature means you have read, understood, and agreed to the conditions; and read mail and notices posted throughout campus and OCSH.

## Alcohol Policy

Weatherford College is a dry campus and therefore it is both a school and state violation to bring alcohol onto state property. Situations in which alcohol is present or the illegal or excessive consumption of alcohol takes place off campus and the resident then returns to the halls, (i.e. residents return under the influence of alcohol) will result in disciplinary and/or civil action. Because Weatherford College is a dry campus, all alcohol paraphernalia is also not allowed at Coyote Village and/or Durant Hall, this includes but is not limited to; shot glasses, empty bottles, alcohol glasses, etc. Residents are asked to remove these items immediately.

Residents will be held accountable for any alcohol and/or drugs found in their individual room or common area. Residents must report any alcohol and/or drugs seen in their presence. Residents must report alcohol and/or drug violations to an RA, Housing Manager or Assistant Housing Manager to avoid disciplinary action.

## Appeal Process

If a student is not satisfied with the course of action taken by an RA, they may appeal to the Housing Manager. If the student is not satisfied with the Housing Manager's decision, they may appeal to the Associate Dean of Student Development. The appeal process is further explained in the Student Handbook and code of conduct.

## Appliances

Use of electrical appliances are permitted in OCSH within certain guidelines. Generally, appliances should require no more than a thousand (1,000) watts. Adapters that allow more than one appliance to be plugged into a single socket are prohibited. Appliances used at OCSH must be safe in design and structure (such as UL-approved appliances) and must be properly maintained. Routine safety checks will be conducted by the OCSH staff to ensure proper adherence to Housing safety measures. Questions regarding the use and regulation of specific appliances should be directed to the housing staff.

Other guidelines regarding appliances:

- Cooking appliances with exposed heating elements are NOT permitted (hot plates, woks, electric skillets, some coffee makers, etc.).
- If a fire might result from something falling onto the appliance's heating element that item is not allowed.
- Hibachi grills, camping stoves, and other similar appliances are not acceptable. However, small, electric grills may be used, but only in the kitchen areas of each apartment.
- Small oscillating fans may be used.
- Stereos and TVs are permitted, but students should always respect the comfort of their roommates and neighbors and adjust the volume accordingly. TVs are prohibited from being mounted to the walls.
- Refrigerators cannot exceed 1,000 watts and may be no larger than 18x18x24.
- Refrigerators are not to be placed in closets due to fire code.
- Additional microwaves are not permitted.

## Assault/Fighting

Any physical altercation and/or verbal threats should be reported to the housing staff. Such incidents are very serious and should be reported immediately. Involvement in such altercations will result in immediate referrals to the Weatherford College Police Department, OCSH, and/or the Dean of Student Life & Development.

## Bicycles

OCSH is not responsible for stolen or damaged bicycles. Students may store their bicycles in their rooms, provided their roommates agree and bicycles are clean before entering the apartment. Under no circumstances, however, is anyone to ride a bicycle inside the apartments, hallways, or common areas.

## Cable Television

### Coyote Village

Cable television has been installed in each individual bedroom and living room, as well as the main lobby and lounge room of the Community Center. Residents must purchase their own router.

### Durant Hall

Streaming for individual rooms. Common areas have dish network.

## Candles, Incense, and Scented Items

Students are not allowed candles in their rooms, unless the wick has been completely removed from the candle. In addition to candles, incense is not allowed at OCSH. Students wishing to keep their apartment smelling fresh are encouraged to keep their apartment clean and use plug-ins, scented wax warmers, or other items that do not have a burning element. Residents will be asked to remove these items immediately. Fines and disciplinary measures may be taken if these prohibited items are found. (\$20 per candle)

## Check-In Procedures

At the beginning of each semester, residents will formally check in with the Coyote Village staff at the Community Center. At this time residents will have a slide key card, room key, and mailbox key issued to them. When checking in, students will also complete a Unit Condition Form on which they double check for damages, missing furnishings, and other noticeable things for which they might otherwise be charged later.

## Check-Out Procedures

OCSH is closed during Winter Break and the conclusion of each semester. Specific instructions on closedown procedures will be communicated, and must be followed explicitly. Residents are NOT required to bring home all of their belongings during the Winter Break, only the items they need in between semesters—residents will return to the same room (unless otherwise requesting a room change with the Housing Managers).

Prior to end of year close down, residents will be provided with specific details about what expectations must be met. In order to properly check out and avoid charges, residents must (1) be present, with all personal items removed and the apartment clean, (2) complete a walk through with an RA, (3) return all keys. Students who fail to follow these procedures will be assessed a \$75 improper check-out fee and may also incur other cleaning and/or damage charges. Residents are also responsible for the condition of all common areas within their apartments.

When cleaning or damage charges occur, the fees for these damages will be charged to the responsible party when attributable. If the person causing the damage or cleanliness issues cannot be identified, the residents of the apartment will split the charges for the damage equally. Residents must leave their bedrooms and apartments in a clean condition when they check out. Failure to meet the cleaning standards will result in an extra cleaning fee (up to \$75 per room/area).

Note: At the end of a semester, students must vacate OCSH within 24 hours of their last final exam or by the official end of year closedown date and time. Any requested extensions must be submitted to the Housing Manager a week in advance (there is not a guarantee a request will be approved, each is handled on an individual basis). Residents that do not move out at the appropriate times will be charged a large amount daily for remaining in OCSH.

A student residing in OCSH is liable for all charges (room and board fees, damages, electricity charges, etc.), whether or not they are staying in their assigned room, until the student has: (1) properly checked out with a OCSH staff member (2) turned in all keys to assure they are no longer gaining access to their room.

## Civility and Mutual Respect

Living on campus provides a unique experience for students to interact with others from diverse groups and backgrounds. Residents are encouraged to promote learning and appreciation of each other's individuality. The privilege of living in on-campus housing comes with responsibilities for personal behavior toward others in the community. To create a positive living and learning environment, residents must be civil with each other. Residents are expected to understand the impact of their individual actions on the community and change any behavior that does not support our community expectations.

## Community Areas Use

The community areas are for the use of all residents, so residents may not control or take over any area. However, common areas may be formally reserved through each OCSH office. The Housing Manager cannot grant room reservation to any person or group if the request does not fall within Housing goals and policies. Only residents, staff, and faculty members associated with Weatherford College may reserve community areas. Community areas' operating hours are from 8 a.m. to 12 a.m., 7 days a week. (Residents must use their slide card to gain access when the OSCH offices are closed).

## Concealed Carry

Concealed carry is prohibited at Coyote Village by residents, regardless of age or license permit. Residents' family members who are Licensed To Carry (LTC) may carry concealed handguns while visiting, however, the handgun must remain concealed on or about their person at all times. Any guests, other than residents' family members are NOT permitted to possess a firearm at Coyote Village. No handguns may be stored anywhere within Coyote Village, which includes student rooms and common areas.

## Counseling Services

Weatherford College provides students with access to a Licensed Professional Counselor during regular business hours or after hours for emergency situations. If a resident is struggling with a difficult or stressful situation (either personally or academically), or needs someone to talk to, they can utilize a counselor that is available. Contact the Housing Managers for further information or questions regarding Counseling Services.

## Credit Hour Requirement

Students residing in OCSH are required to maintain 12 credit hours (full time status). If a student intends to take less than 12 hours, or falls below 12 hours during the middle of a semester, they must meet with the Housing Manager to discuss the circumstances and situation. The Housing Manager will handle these exceptions and grant approval on an individual basis. If a student drops their entire schedule, they will be required to move out and properly check out at the housing office where they reside within 48 hours.

## Coyote Alert (SchoolCast)

Coyote Alert is Weatherford College's emergency notification system managed by SchoolCast. Residents need to check their student e-mail for log-in information to the SchoolCast website. This will be sent after the second week of each semester. Residents will need to log-in to their SchoolCast account and update their contact information for notification of school closings or Weatherford College emergencies. Residents should contact Campus Police with any questions they might have regarding Coyote Alert.

# Damages

Residents will be held accountable, monetarily and/or through disciplinary action, for any damages they cause in their individual rooms or in any common area. This includes any damages caused by their guests. It is not the practice of the OCSH staff to penalize residents with damage charges, but rather to recoup the actual cost of eventual repair or replacement of the damaged item(s). In cases where responsibility has not been determined, the residents closest to the specific area of damage may be equally billed. There is not a charge for routine maintenance or work orders that are placed or for normal wear and tear situations. For more specific information, residents should speak with the Housing Manager.

## Damage and Violation Charge List

<b>Damage Charge List</b>	<b>Price</b>
Apartment Entrance Door	Mkt Price
Armoire (Durant Hall)	Mkt Price
Bed	Mkt Price
Bed Legs	\$12 Each
Bedroom, bathroom, hallway door replacement	\$300
Bedroom Door Lock (Deadbolt)	\$70
Bed Slats	\$12 Each
Blind Replacement (Bedroom)	\$45
Blind Replacement (Living Room)	\$75
Broken Window (Including Tinting)	\$225
Cabinet Replacement (Doors, Facing)	Mkt Price
Card Reader (Durant Hall)	Mkt Price
Ceiling Fan (Durant Hall)	Mkt Price
Closet Door Replacement	\$170
Coffee Table	Mkt Price
Counter Top (Formica) Replacement (Kitchen/Bathroom)	Mkt Price
Desk	Mkt Price
Desk Chair	Mkt Price
Dining Table and Chairs (Durant Hall)	Mkt Price
Door Frame/Facing Replacement	\$120
Door Handle (Durant Hall)	Mkt Price
Door Handle (Round) (CV)	\$15
Drawer Slide Replacement	\$12 Each
Dresser	Mkt Price
End Table	Mkt Price
Entertainment Stand	Mkt Price
Entrance Door Lock/Swipe System	\$550
Fridge	Mkt Price
Labor (Depending on type of repair)	\$40-\$75(Per Hour)
Light Covers In Bedroom/Bathroom/Hallway (Globes)	\$20
Light Cover In Kitchen	\$40
Mattress	Mkt Price
Microwave	Mkt Price
Nail Hole In Wall	\$15 Each
Peephole	\$12
Re-carpet or Repair Flooring	Mkt Price
Re-hang Closet Doors	\$30
Repair Dents In Door	\$170
Repair Wall Holes/Damage	\$50-\$100 Each
Screen Replacement	\$30
Sink Replacement	\$60
Sofa/Living Room Chair	Mkt Price
Smoke Detectors	\$25
Vanity Replacement	\$250
Window Replacement	Mkt Price
<b>Violation Charge List</b>	<b>Price</b>
After-Hours Lockout (First Lockout Is Free)	\$10-\$20
Dirty Room/Bath/Hall/Common Area	\$25-\$75

<b>Violation Charge List</b>	<b>Price</b>
Failed Health & Safety Check	\$25-\$100
Improper Checkout	\$75
Lost Hard Key (Room and Mailbox)	\$100
Lost Swipe Card	\$50
Missing Mandatory Meeting (Each Semester)	\$50
Pet Fine (NOT A Pet Deposit)	\$250
Smoking In Room	\$150 + Mkt Price For Repairs and Deep Cleaning
Tampering With Fire Equipment	\$200-\$500
Trash Or Belongings	\$25 Per Bag
Visitor/Guest Policy Violation	\$20 Per Night

- Any item left off this list will be evaluated at market price plus labor or on individual circumstances for violation charges.
- All charges are placed on a resident's account and must be paid with the Weatherford College Business Office within 7 business days.

## Darts/Dartboards

Because of their potential danger to both persons and property, darts and dartboards are prohibited in OCSH.

## Dean Of Student Life & Development

The Dean of Student Life & Development serves as a student advocate and oversees all conduct, student sanctions, and on campus organizations. Residents are encouraged to meet with the Dean of Student Life & Development to establish how they can get connected on campus and which organizations are available. The Dean of Student Life & Development also works closely with the Housing Manager to address any major concerns regarding OCSH. The Dean of Student Life & Development's office is located in the Doss Student Center.

## Decorations

Residents are encouraged to decorate as long as they do not create health or fire hazards, or cause damage to the room. The following are some guidelines regarding decorations:

- Mounting any TV or monitor screens on walls are not permitted.
- Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and referred to Campus Police.
- All items must comply with the appropriate Housing policies including alcohol, harassment, profanity, etc., and must not block peepholes.
- All decorations are subject to the approval of roommates. Residents may be asked to take items down if they are offensive, create a hostile living environment, or are deemed inappropriate by Housing staff.
- No items are to be posted or decorations displayed on the interior or exterior of the entrance, hall, or bedroom doors.
- No items are to be posted or displayed on the windows.
- Curtains are allowed with tension rods only—no drills, nails, or screws.
- Nothing is to be hung on any walls using nails or thumb tacks. Residents will be charged for all nail holes or other damage to any walls.
- 3M products are the only approved means of hanging decorations, and must be very carefully removed to avoid damage.



## Dining Services

Students living at OCSH are required to have a meal plan. They can choose either a 10 or 19 meals/per week option. Breakfast, lunch, and dinner will be served Monday–Friday. Only breakfast and lunch are served on Saturday and Sunday.

Dining Services has specific rules and procedures that all students and residents must follow:

- Residents are required to show their coyote card at each meal. Any individual that does not show their coyote card will NOT be permitted to get food.
- Guests are expected to pay for their meal. Guests found not paying will be required to pay and disciplinary actions will be taken upon the resident responsible for bringing that specific guest into the cafeteria.
- Residents may come through the line as many times as they would like, except on specialty nights. The cafeteria designates certain nights when students are allowed one specialty entrée and this will be listed in the cafeteria.
- Roughhousing will not be tolerated in the cafeteria.
- No dishes, glasses, or utensils should be taken out of the cafeteria. If any of these items are found in an individual room or suites in OCSH, the resident(s) of that specific room or suite will be responsible and disciplinary action will be taken.
- If students want to use the paper cups, they will be required to pay for them.
- Students are asked to return trays and dishes to the window, be respectful, and not leave their trays or trash on or around the tables.

Students should contact Erin Davidson, the Director of Food Services, (817-598-6285 or edavidson@wc.edu) with any questions, suggestions, comments, or specific dietary needs or allergies they might have. Students should speak openly with the Director of Food Services so that the food can be adjusted to the students' needs and desires.

CAFETERIA OPERATION HOURS:

### **Monday – Thursday:**

- Breakfast 7:00 a.m. – 10:00 a.m.
- Lunch 11:30 a.m. – 2:00 p.m.
- Dinner 5:00 p.m. – 7:00 p.m.
- Grill 10:00 a.m. – 5:00 p.m.

### **Friday:**

- Breakfast 7:00 a.m. – 9:30 a.m.
- Lunch 11:30 a.m. – 1:30 p.m.
- Dinner 5:00 p.m. – 6:00 p.m. (Grill)

### **Saturday & Sunday:**

- Breakfast 9:00 a.m. – 11:00 a.m.
- Lunch 12:00 p.m. – 2:00 p.m. (Grill)

## Disciplinary Procedures

Policies for OCSH have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom, while recognizing the rights of other residents. All residents should accept the responsibility involved in living in a community environment and make every effort to be aware of how their actions affect their neighbors and roommates. When a resident violates this basic standard of community living by endangering the safety or comfort of other 14 residents through violating any of the policies outlined by the college or this guide, this behavior must be confronted. These policies are made available to all residents in this Community Living Guide and in the Weatherford College Student Handbook and Code of Conduct. General procedure is for the student to meet with the Housing Manager about their first violation of policy and how to avoid further violations, depending on the level or severity of the violation.

Usually, further measures are taken only after students have demonstrated a lack of responsibility and willful misconduct through repeated policy violations, lack of cooperation, or involvement in situations that constitute a threat to the safety or security of other residents. The next step in the disciplinary process is for the resident to meet with the Dean of Student Life and Development. Disciplinary sanctions issued may include a change of room assignment or expulsion from OCSH, along with possible further sanctions imposed by the Dean of Student Life & Development or Housing Manager. Serious violations, such as drugs, alcohol, violence, etc., will result in much more serious and immediate sanctions. For the complete list of possible sanctions, please refer to the Weatherford College Student Handbook.

## Doors Security

To support the safety of each resident and his/her belongings, residents must keep their front door and individual bedroom doors shut and locked whenever they are not present. If a continual problem exists with the front door of a specific apartment being left open when residents are not present, each resident of that apartment has the potential of incurring a fine. If a resident is unable to secure either their front door or bedroom door, they should immediately report it to the RA and Housing Manager so that it may be repaired.

## Drug Policy

Use or possession of illegal drugs, misuse of any legal drug or substance, or possession of drug paraphernalia is prohibited on the college campus and at OCSH. A student who violates this regulation will immediately be subject to disciplinary action. Residents will be held accountable for any alcohol and/or drugs found in their individual room or common area. Residents must immediately report any alcohol and/or drug violations to an RA or the Housing Manager to avoid disciplinary action.

## Email Notification

All WC students are issued an email account when they are admitted to the College. It is the resident's responsibility to check their college email account on a regular basis. All housing correspondence will be emailed to the WC student email address.

## Emergencies And After Hours On Call Phone

Coyote Village Residents should call the RA on call number: 817-771-1089 if they have any issues or emergency needs after office hours. Durant Hall Residents should call the RA on call number: \_\_\_\_\_ if they have any issues or emergency needs after office hours. OCSH has an RA on call with access to the on call phone from 5:00 p.m. to 8:00 a.m. weekdays and throughout the weekend. Residents also have access to Campus Police 24 hours, 7 days a week, by using the Campus Police on call number—817-771-3535. Residents are strongly encouraged to save both of these numbers in their phones.

In the event of an emergency, call 911. Residents are to stay calm and give their name and location within either Coyote Village (401 College Park Dr.) or Durant Hall (700 E. Park Ave.) to the dispatch operator. The resident should then immediately call Campus Police and the RA on call phone numbers to alert them of the situation.

## Evictions

Residents may be evicted from housing when they fail to meet enrollment or 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 Student Housing Administration and the Housing Manager. Any resident that is evicted is still financially responsible for all Fall, Spring, and damage charges they have incurred.

## Explosives

Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around OCSH. Disciplinary action will be immediately taken if any individual is found in violation.

## Extension Cords

Traditional/household extension cords are prohibited in OCSH. Acceptable cords include those containing an in-line fuse or circuit breaker (surge protector with on/off switch). Questions pertaining to approved types of extension cords should be directed to the Housing Manager. Multiple plug adapters are also prohibited unless such adapters have an in-line fuse or circuit breaker.

## Fire Drills And Emergency Evacuation

Weatherford College officials require that a fire drill is observed once a semester for safety purposes. Participation by all residents is MANDATORY and it is of the utmost importance that everyone in OCSH responds promptly in emergency situations. Residents are not to re-enter the buildings until they are released to do so by the Housing Manager or Campus Police. Disciplinary action by Weatherford College Officials will be taken for any non-compliance.

## Fire Equipment Regulations

Because it is important that fire and safety equipment function properly when needed, the following acts are prohibited:

1. Tampering or playing with fire extinguishers, smoke detectors, fire alarm pull stations, exit signs, or emergency lights.
2. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
3. Disabling or tampering with fire exit doors.
4. Obstructing halls and stairwells with furniture, debris, and/or other items.

Residents who jeopardize the security and safety of any resident will be subject to severe disciplinary action.

**Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines.**

## Fire Evacuation Procedures

In the event of a live fire an individual should immediately pull the closest fire alarm pull station (these are located at both end of every hallway in every building and in every room within the Community Center). All residents and guests should get to the first possible exit, evacuate each building immediately, and proceed to the farthest end of the back parking lot. Residents are not to re-enter the buildings until they are released to do so by the Housing Manager or Campus Police.

## Fitness Facilities Waiver

In consideration of OCSH permission to use the sand volleyball court, basketball court, and other fitness facilities at Weatherford College, the student waives any and all claims that may be asserted against Weatherford College or its agents, representatives, employees, or contractors, arising from or with respect to student's use of said facilities. This waiver also applies to any injury or illness that may result (directly or indirectly) from any utilization of the aforementioned facilities. If the student uses the sand volleyball court, basketball court, or other fitness facilities, they report and warrant that they are in proper physical condition to be in these facilities and have read, understand, and will comply with all posted and or published warnings, rules, regulations, and hours of operation.

## Furniture

All furniture in the living rooms of each apartment is to remain in the living room. Therefore, residents are not permitted to move living room furniture from the area it is placed, into their individual bedrooms. Furniture that has been removed from the living room or any common area within OCSH for residents' personal use will be considered stolen property. Residents are also NOT permitted to bring any additional furniture (recliner chairs, additional sofas, love seats, book cases, etc.) unless they have approval from the Housing Manager.

## Harassment

Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health and 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 college action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes she/he has been a victim of this type of abuse, they should report it to the Housing Manager immediately.

## Health And Sanitation

Housing staff can and will ask residents to clean their respective apartments if the lack of cleanliness could subject others to health risks or extreme discomfort. Scheduled Health & Safety checks will be performed on a regular basis by the RA's. Residents are given 48 hours of advance notice. If found to be in violation, residents can and will be subject to disciplinary action, including a fine of up to \$100 and/or Transcript Hold.

## Housing Manager & Assistant Housing Manager

The Housing Manager is the professional, live-in, staff member responsible for the daily operations of Coyote Village. They oversee the Resident Assistant staff and their responsibilities as student leaders. Residents are encouraged to come to the Housing Manager for advice and resolution regarding any questions, concerns, or issues they may be experiencing. The Housing Manager's offices are located in the community area office area.

## Illness

If a student becomes ill or incapacitated, they authorize OCSH staff to engage the services of the local emergency medical service or physician(s) at the expense of the student to administer to immediate medical needs of the student until the student's parents or guardians are contacted for instructions. Upon the advice of emergency medical personnel or a physician, the student may be required to be removed from OCSH for care in a medical facility, and any expense so incurred is the obligation of the student. Students must inform OCSH housing staff of any special medical requirements that the student has on a continuing basis so that such information will be available if an emergency arises.

## Keys

Each resident is issued a swipe card to their apartment front door, and keys to their individual bedroom door and mailbox at check-in. If a resident loses a key swipe card or key they should report it immediately to the Housing Manager. Residents can request a 3-day grace period in which they can use a temporary key while they try to locate their key swipe card and/or key. Residents will be charged \$50 to replace their front door swipe card and \$100 per bedroom or mailbox key. Once a lock change has been completed the charges cannot be reversed. Residents are not allowed to have college keys duplicated or locks altered. Residents are not permitted to give their keys to friends or

relatives for safety reasons and violations will result in disciplinary action. Residents should carry their keys with them at all times to avoid being locked out. Staff members, to help keep the environment secure, will shut and lock any open doors when the room is unattended without the resident in sight.

## Laundry Facilities

The college provides washers and dryers contracted out by Mac-Gray Laundry Services for resident use. The residents can use quarters or debit/credit cards in order to operate the machines. To prevent theft, students are encouraged to “monitor” their laundry and not let their clothing sit in the laundry room for extended periods of time. Problems with the machines need to be reported to the Housing Manager so the machines can be fixed within a 48-hour period.

## Lease With Coyote Village & Durant Hall

Residents should be aware that they have signed and agreed to all aspects of the OCSH Lease. This is a binding document, and residents are contractually obligated to everything listed in that document. Should residents have any questions regarding this Lease they should contact the Housing Manager. The terms of the lease are for a FULL ACADEMIC YEAR (August to May).

## Lockouts

In the event a student becomes locked out of their suite, they should go to the office of their respective building (if during business hours) or contact the RA On-Call (after business hours). The resident will be required to provide their suite and room number. Once the staff member has let the resident into their room, the resident will be required to show their swipe card and room key. If the resident has lost or temporarily misplaced their swipe card and/or key, the Housing Manager will follow up the next business day.

The resident will be charged the following amounts for lockouts:

- **1st Lockout:** FREE
- **2nd Lockout:** \$10
- **3rd Lockout and beyond:** \$20 and possible disciplinary action

## Maintenance

For any repairs needed in a resident’s room, the resident must come by the office during office hours or email the Housing Manager to submit a work order. The maintenance staff works from 6:30 a.m. until 2:30 p.m. so residents should inform the OCSH staff of any maintenance needs early within the day. In the event of a maintenance emergency (including, but not limited to AC/Heating outage or possible flooding), residents should contact the OCSH office or RA On-Call immediately. Residents are responsible for keeping their apartment clean and, after reporting a problem, for keeping the problem area clear so maintenance personnel can get in and get to the problem without having to move resident’s belongings. In addition, residents who clog their sinks due to pouring out food or spitting tobacco in them will be subject to charges for any repairs.

## Mail And Deliveries

Residents can have packages shipped to them at OCSH utilizing United State Postal Service, UPS, DHL, or FedEx. The resident does not need to be present when they are delivered, and the office staff will receive and sign for all packages that arrive. Once a package is received and logged, a resident will receive notification by phone call, email or text. Mail and packages are not received on weekends and holidays. Residents should use the following address for mail and packages:

Resident's Name  
C/O Coyote Village  
401 College Park Drive  
Weatherford, Texas 76086  
\*(no apartment number or mailbox number is needed)

Resident's Name  
C/O Durant Hall  
700 E. Park Ave.  
Weatherford, Texas 76086  
\*(no apartment number or mailbox number is needed)

## Mandatory Meetings

Each semester OCSH will conduct an all-resident building meeting. Information concerning rules and regulations are established here as well as a chance for residents to meet one another. Mandatory meetings may also be called during a semester to address emergency situations or vital information. Notice of these meetings will be clearly posted and residents will also be notified through their student email account. Failure to attend or provide a prior written schedule conflict to the Housing Manager will result in a \$50 fine. In addition, residents are responsible for all information and new policies given at mandatory meetings.

## Minors At Coyote Village & Durant Hall

OCSH is developed for residents who are either of adult age or living in OCSH under permission from their guardians. Due to the nature of OCSH, minors ARE NOT allowed on-site unless they are related to a resident. In these situations, the resident is not to have a minor spend the night in the facility for any reason. In addition, residents must notify the Housing Manager when a guest is a minor.

## Non-Compliance

Failure to comply with reasonable directions and requests from a college official or failure to heed an official summons of any college official acting in the performance of their duties, will result in immediate disciplinary action and referral to the Housing Manager and Dean of Student Life & Development.

## Non-Discrimination Policy

It is the policy of the Weatherford College Housing Department not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, and veteran status in its educational programs, activities, admission, or employment policies. However, a simple policy of non-discrimination is mere compliance with the law. In addition to complying with federal and state equal opportunity laws and regulations, the college, through its diversity policy, declares harassment based on individual differences inconsistent with its mission and educational goals. If you feel you have been discriminated against in the residence halls, please contact the Housing Manager for assistance.

## Office Closings

The OCSH office will be closed (along with all of campus) on Labor Day, Thanksgiving Break, Winter Break, Martin Luther King Jr. Holiday, Spring Break, Good Friday, Memorial Day, and Fourth of July. Additional office closings may occur during inclement weather.

## Office Hours

The OCSH offices are located in each Community Center. The hours of operation are as follows:

- **Monday-Thursday** 8:00 a.m. – 5:00 p.m.
- **Fridays** 8:00 a.m. – 4:00 p.m.

\*The Coyote Village office is closed on Fridays during the summer months.

## Parking

Residents are responsible for making sure they understand where they are allowed to park, and should adhere to the following guidelines:

- Residents are to park in the lot located west of Building 3A & 3B at Coyote Village and in the South Parking Lot at Durant Hall.
- Parking spaces identified as “Reserved” are spaces where residents are prohibited to park.
- Parking in fire lanes is prohibited by city and state law.
- Handicap parking is designated for students, visitors, or staff who are in need for physical reasons. Parking in these spaces without having a permit is disrespecting those who sincerely need those spaces.
- Residents are required to park inside the lines and not permitted to take up additional parking spots.
- Guests may also park in the lot designated for OCSH residents, or in front of the Community Center. Guests are not permitted to park in any reserved spot for any reason.

Any resident or student found in violation of any of the stated parking guidelines outlined in this section or as stated by Campus Police will be subject to a ticket, disciplinary action, or towing of the vehicle in violation. Residents that have questions regarding parking should contact the of Housing Manager or Campus Police.

## Payment Schedule

The Business Office is where residents need to go to make sure that they meet payment deadlines as listed in the housing application and lease. This is the resident’s responsibility and residents can be dropped from classes for failure to pay. Residents should remain current with their housing payments. If a resident has any questions regarding their charges they should contact the Housing Manager. Failure to pay room charges accordingly, or defaulting on the payment plan, may result in immediate removal from housing and a registration/transcript hold will be applied.

## Personal Property

The College assumes no responsibility and does not provide insurance or any financial protection against loss, damage or theft of personal property. Residents are responsible for the security of their own property and should take preventive measures to ensure items are not stolen, such as getting a small lock box for valuable possessions, engraving their information on larger valuables, and/or identifying textbooks by writing their name on the inside on a certain page. **Residents are urged to purchase their own renters insurance for valuable items or possessions. Information regarding such insurance should be available through your personal property insurance carrier.**

## Pest Control

In efforts to maintain pest control, OCSH is exterminated on a bi-monthly basis. Residents who have certain pest problems need to alert Housing staff, so that extra measures can be taken in that residents’ room. Residents are requested to store food in sealed containers in order to maintain a healthy and pest-free living environment.

## Pets

No type of pet of any kind is allowed in OCSH. Pets will be confiscated and turned over to the local animal shelter at the resident's expense. A pet violation fine of \$250 will be assessed to any resident found in possession of a pet as well as possible disciplinary action. This also applies to any resident that allows a guest to bring their pet into the resident's apartment, the resident will be financially responsible for paying the fee.

## Phone Numbers

### CAMPUS NUMBERS

- Main Switchboard: 817-594-5471
- Academic Support Center: 817-598-6278
- Dean of Student Life & Development: 817-598-6247
- Bookstore: 817-598-6286
- Business Office: 817-598-6265
- Cafeteria: 817-598-6226
- Career/Transfer Services: 817-598-6498
- Financial Aid Office: 817-598-6295
- Library: 817-598-6252
- Student Services: 817-598-6241

### STUDENT HOUSING

- Coyote Village Front Office: 817-598-8876
- Durant Hall Front Office: \_\_\_\_\_
- Coyote Village Housing Manager: 817-598-8874
- Durant Hall Housing Manager: \_\_\_\_\_
- Accounts Receivable Clerk: 817-598-8875
- Coyote Village RA On Call (after business hours): 817-771-1089
- Durant Hall RA On Call (after business hours): \_\_\_\_\_
- 24-hour Campus Police: 817-771-3535

\*In case of emergency, please dial 911 BEFORE contacting Campus Police or Housing Staff.

## Profanity/Obscenity

The use of rude, vulgar, indecent, or obscene verbal or written expressions, while protected by the First Amendment, is considered detrimental to the community residence hall environment and is not condoned.

## Programs And Events

Each semester, Student Life and OCSH sponsors numerous academic, cultural, educational, social, and recreational activities. Emails will be sent and notices posted regarding upcoming events. Attendance and participation in these events greatly increases the connections that a resident makes and significantly enriches their experience and success while at Weatherford College.

## Quiet Hours

During specific times residents are asked to keep the noise levels to a minimum in order to accommodate the sleep and study habits of their peers. Quiet Hours are from 10:00 p.m. – 10:00 a.m., seven days a week. In addition, courtesy hours are to be upheld 24-hours a day, seven days a week. Courtesy Hours are times in which you need to respect the



rights of others by keeping your noise down. If a staff member asks you to lower the volume, then you need to do so or be subject to disciplinary action. During the week prior to finals and during finals the Quiet Hours are from 7:00 p.m. – Noon each day.

## Residence Hall Association

The Residence Hall Association (RHA) member is an individual that serves as a leader and liaison for the residents of OCSH. Their main objectives include:

1. Hosting activities or events specifically for the residents of OCSH.
2. Surveying, asking, and gaining feedback from residents on any way that the housing staff may improve the living experience at OCSH.

The RHA member then brings these ideas forward to the Housing Manager to assess and/or implement. Students interested in becoming involved and taking on a leadership role should contact the Director of Housing.

## Resident Assistants (RA)

An RA is located in each building. RAs are student staff members who report directly to the Housing Manager and assist residents with any specific needs they might have. They also help in planning programs and creating an environment conducive to academic, personal, and social growth. As paraprofessional staff, RAs are also responsible for the enforcement of housing policies and the documentation of policy violations or incidents. If the RA cannot personally solve a resident's problem, he/she can act as a resource and direct the resident to someone who can help. The primary contact for residents should be their RA. Therefore, residents should not hesitate to take their problems or ideas to their RA. If the RA is not able to meet the need of a resident, the resident can feel free to contact the Housing Manager. Those residents interested in becoming an RA should talk with their RA as well as with the Housing Manager.

## Restricted Access/Restricted Areas

Unauthorized entry to restricted areas such as the building mechanical rooms, storage rooms, or custodial closets is prohibited. Entering the building through windows or other inaccessible means is prohibited and disciplinary action will be taken.

## Room Assignments

Assignments will be given on a first come, first serve basis. Housing staff retain the right to assign rooms based on space available and to make room adjustments as needed throughout the year. Statement of preference in no way guarantees assignment to a specific room.

## Room Changes

Residents wishing to make a room change during the semester need to speak with the Housing Manager. Residents who switch rooms without approval from the Housing Manager will be required to switch back to their original room. Any resident not completing the proper paperwork or process of changing rooms is subject to an improper checkout fee and other applicable charges.

## Room Consolidation

OCSH does not guarantee any student that lives on campus a private apartment during the academic year. Throughout the academic year, OCSH reserves the right to require occupants of apartments to move together when doing so will: (1) reduce the cost of utilities, (2) simplify cleaning, or (3) make space available for housing of special groups. Residents should be prepared to receive a roommate at any time that a spot becomes vacant within their apartment.

## Room Entry & Search

Every resident is entitled to privacy in their bedroom. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a room to engage in activities that violate federal, state or city laws, or housing or College policies. No staff member will enter a resident room without first knocking and announcing themselves 3 times. Weatherford College and OCSH reserves the right to enter a resident's room for, among other reasons, the following:

- At the invitation of the resident
- An occupant of the room may be ill, physically harmed or endangered
- To conduct periodic health and safety room inspections
- During holiday and semester building close-downs
- To provide maintenance services
- If there is cause to believe that a violation of college regulations is occurring (including failure to evacuate during drills or to respond to the request of a staff member to open the door during a policy violation)
- If an emergency exists or is believed to exist
- Upon reasonable suspicion that a College or housing policy or law is being violated

## Roommate Conflicts

Any resident who is experiencing roommate issues or concerns is encouraged to first speak with his/her roommate(s) in an attempt to resolve the situation. We strongly encourage residents to address conflict in a productive manner as an adult and exhibit patience and understanding with one another. If the attempt is unsuccessful, the student is encouraged to contact their RA for input and suggestions. If the resident and RA are not able to work through a solution the roommates will need to schedule a meeting with the Housing Manager. The Housing Manager will assist in coming up with a written agreement or understanding if necessary. One or both parties may be required to move in an attempt to alleviate the conflict. Moving of residents is done at the discretion of the Dean of Student Life & Development and the Housing Manager.

## Room Use

Residents are not to sublet or to use their rooms for commercial purposes. Residents may not remove equipment or furnishings from any room in OCSH. Room alterations may not be made at any time.

## Roughhousing

In order to further prevent damage or injury; roughhousing, scuffling, water fights, throwing eggs, running through hallways and common areas, and other such activities are prohibited at OCSH. Residents are encouraged to take such activities outside and away from campus, vehicles, and parking lots in an area where damage is less likely to occur. This list is by no means exhaustive.

## Safety

Safety within OCSH begins with the residents. Residents need to keep their apartment doors locked at all times (even if gone for short periods of time). Peepholes should be used before students open their door to visitors. Residents need to report suspicious behavior to the RA on-call and Campus Police immediately. Residents are encouraged to get to know the other residents in their building, and to get a feel for people who normally pass through it. Late at night if students want to go for a jog they are encouraged to do so with a friend or around the front of the campus where the area is well-lit in and in plain view. A final measure to ensure a safe living area is the video cameras that are set up throughout the property. This is to discourage theft, damage, and to keep track of the flow of traffic and strangers in the community. Questions or concerns regarding safety should be reported immediately to the Housing Manager.

## Self-Inflicted Harm

Weatherford College is committed to providing for the safety of all students. If a resident feels that they might inflict harm on themselves or have concerns regarding another resident or student, they need to speak with an RA or the Housing Manager immediately so preventive measures can be taken. Emergency needs or situations will be referred accordingly (please see the section entitled Counseling Services).

## Sexual Assault And Sexual Harassment Policies

Allegations of physical or sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the Executive Dean of Enrollment and College Registrar, Dean of Student Life & Development, Housing Manager and appropriate law enforcement personnel. Residents are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

It is the policy of Weatherford College to provide an environment free from implicit and explicit sexual behavior used to control, influence, or adversely affect the wellbeing of any member of the College community. Harassment on the basis of sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action. Please see the Student Handbook for the college's definition of harassment and the complaint procedure.

## Skateboards, Hover Boards, Rollerblades, Etc.

Skateboards, hover boards, roller blades, and any other similar items are NOT permitted on campus or at OCSH. This is due to the safety and fire hazard issues that are associated. Residents or guests violating this will be asked to remove these item(s) immediately.

## Smoking And Tobacco Use Policy

OCSH has a strict NO SMOKING policy. Any resident found in violation of this policy and found smoking within their room or apartment will be subject to fines (\$150 plus a deep cleaning and damage charges) as well as possible disciplinary action. This same policy applies to the exterior hallways—no one is to smoke inside any of the hallways or end awnings of any building. The use of “vapor” electronic cigarettes and chewing tobacco is strictly prohibited within an apartment due to safety risks and health and sanitation.

For individuals that do smoke there are smoking stations located at the bottom level of each building. They are specifically located outside of the hallways and are the only locations where smoking is permitted. Any residents or guests using these smoking stations MUST pick up any cigarette butts and utilize the smoker stations to dispose of them. If cigarette butts on the premises become an issue, new policies will be put into place and charges will apply.

## Solicitation And Posting

No solicitation is to occur in OCSH and only posting that the Housing Manager deems appropriate will be allowed in OCSH. If a resident is aware of an individual or groups that are going door to door they should immediately alert an RA or the Housing Manager.

## Storage

There is no area for storage available to residents. All items that a resident wants to keep must be stored in their room.

## Tornado Evacuation Procedures/Policy

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents need to be familiar with what to do when they hear either alert as outlined in the next two sections.

### Tornado Watch

Conditions are right and a tornado could possibly develop. During a watch it is recommended that residents stay tuned in for more weather bulletins, turn on the local news, adhere to any communication from staff, and watch for any other alerts from the Weatherford College emergency alert system. This allows for a safe environment so all residents know that a tornado might occur and they can be alert and prepared in the event a tornado is in the area. Residents WILL NOT be evacuated in a tornado watch, only in a tornado warning.

### Tornado Warning

A tornado has been sighted on the ground within close proximity or in the immediate area. Campus Police and the OCSH staff will alert residents that a tornado warning is occurring to ensure they go to the proper area. Designated tornado evacuation areas during tornado warnings: If time permits, residents and any guests present will go to the first floor apartment directly below them within each building (example: 2302 AND 2202 will go to apartment 2102). If time does not permit, residents are to go to the intermost walls of the apartment (bathrooms) and take cover for protection. Remain there until instructed to come out.

## Trash Policy

Residents are required to bring their trash to the dumpsters provided at Coyote Village and Durant Hall. Residents are asked to not place any large, apartment trash bags in the small trash cans on any floor. Residents are not to leave trash outside of their front door for any reason. This causes damages and stains on the cement and also attracts rodents and bugs. When trash is found outside of an apartment door, all residents of that apartment will automatically be charged a trash fine of \$25. If there is a continual problem with loose trash or other messes left in hallways, stairwells, or other common areas, every resident of that specific area, will be required to clean the specified area. This will be arranged by the Housing Manager.

## Vandalism

Residents who remove, destroy, or deface personal property or any property or area related to the college will be subject to disciplinary action and be required to pay for any damages and/or fines. Common areas may be temporarily closed because of vandalism. Residents are responsible for reporting any vandalism or damage that might occur in their suite and must immediately contact Campus Police and the Housing Manager if they notice vandalism of any kind. If it is not reported, the resident(s) within the apartment could be responsible for the fines and charges associated with the repairs and cleaning of the damages that occurred.

## Verbal Abuse

Sometimes staff members must speak to residents and their guest to remind them of various policies and procedures and to document policy violations. The staff members are doing their job and no resident should verbally abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Incidents of this nature will automatically be sent to the Housing Manager and dealt with accordingly. If a resident feels they have been verbally abused by a staff member or fellow resident they should contact the Housing Manager immediately.

## Visitor/Guest Policy

Residents may have overnight guests of the same sex as themselves provided they register their guest with the OCSH office, gain consent of their roommates, and receive approval from the Housing Manager 24-hours ahead of time. At no time may a guest be unaccompanied by the resident hosting them. When an approved guest stays in a room for more than 2 nights in a ten day period, a charge of \$20 per night will be assessed. A guest who wishes to stay more than 4 nights during a semester will be at the discretion of the Housing Manager. A maximum of 2 guests is allowed on a given night. Each roommate must consent to all guests. Residents are responsible for the behavior of their guests at all times, whether overnight or just during visitation hours. Residents should feel safe and comfortable in their room, so at any time a resident makes a request for a guest to leave the apartment, this must be honored. Visitors are expected to have identification on them at all times.

### VISITATION HOURS:

**Sunday - Thursday** from 10 a.m. - 12 a.m.

**Friday - Saturday** from 10 a.m. - 2 a.m.

Visitation hours apply to the inside of any part of OCSH. All guests need to be escorted into and out of the building by the resident. Any resident found in violation of the visitation policy will meet with the Housing Manager and are subject to possible disciplinary measures.

## Weapons

Use or possession of any weapon including, but not limited to, rifles, shotguns, hand-guns, BB guns, air rifles and pistols, bows and arrows, knives, daggers, swords, spears, brass knuckles, whips, or ammunition is prohibited within OCSH. Residents violating this policy are subject to disciplinary action.

## Windows And Screens

To maintain the proper temperature and maximize the heating and air conditioning system, windows should be kept closed (unless opened temporarily when weather permits). Under no circumstances are windows to be used for entering or leaving a residence hall. Open windows are not to be used to broadcast music to the community outside the residence hall. No items may be displayed on room windows in order to maintain an attractive appearance of the building. Screens are not to be removed from windows. Under no circumstances are the fasteners to be broken, bent or removed.