



DDH HANDBOOK

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Disciples Divinity House

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**Disciples Divinity House**  
**Things To Know As Your Move In**

**House Occupancy Statistics**

There are 10 apartments and 10 rooms; of the rooms, 5 are “small” and 5 “large.” The dimensions of rooms at the Disciples Divinity House are as follows:

Small Rooms	12’ 6” x 9’
Large Rooms	15’ 3” x 11’ 9 1/2”
Apartments -	
Living Room/Kitchen	12’ x 15’
Bedroom/Bath	10’ x 10’

The windows measure 77” x 96” on the second and third floors and 71” x 96” on the top floor.

This year, 7 apartments and 6 rooms are occupied, with a total occupancy of 13 people.

**Security Deposit**

As stipulated in all House Lease Agreements, Residents moving into the house are required to pay a security deposit the equivalent of one month’s rent for the space in which they are living. This deposit is refundable upon moving out of the Disciples Divinity House providing the room or apartment is left clean and in original condition and that all rent has been paid in full. The House may retain part or all of the deposit if any of the aforementioned conditions are not met. It is also agreed that all rooms or apartments are to be left in reasonably sound condition. Occupants leaving rooms or apartments in an unsatisfactory condition will be assessed a reasonable fee to cover the cost of restoring the room to a suitable condition. Determination of a satisfactory and reasonably sound condition will be made by the Head Resident and approved by the Dean or Assistant Dean. Fee assessment will be made by the Head Resident and approved by the Dean or Assistant Dean of the Disciples Divinity House

**Rent**

Rent is due on the first of the month, in advance of the period that it pays for. For example, Rent for August 15 through September 14 is due on August 1. You may submit your rent any of the following ways:

1. Bring your rent to the Office to hand it to the Assistant Dean.
2. Put your rent in the “Office” mail box.
3. Put your rent in an envelope and slide it under the Office door.

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Your receipt for your rent payment is your cancelled check. If you pay with cash you should receive a receipt for your rent payment.

If you encounter temporary financial difficulties in paying your rent, you must confer with the Assistant Dean regarding a payment schedule during regular office hours.

### Furniture

Students often bring their own furniture. However, several items of furniture are provided. They are as follows:

<u>Rooms (Small and Large)</u>	<u>Apartments</u>
1 bed	1 dresser
1 dresser	1 bookshelf
1 bookshelf	1 desk, 1 chair
1 desk, 1 chair	1 table, 2 chairs

### Internet, Cable Television, and Telephone Service

The Disciples Divinity House provides one television with cable service, found in the Common Room. If you would like, however, you may have cable television installed in your room/apartment at your own expense.

The Disciples Divinity House has a contract for Wi-Fi with Comcast that does not allow internet service be provided beyond office usage. Providing an internet connection beyond the office may require extra charges to our fixed budget. For this reason our internet service set identifier (SSID) is locked and password protected. If you would like to explore your options with us, please come by and speak with the Assistant Dean. The simplest solution is to install internet in your room at your expense.

Likewise, the Disciples Divinity House does not provide individual landline telephones in resident rooms. If you would like, however, you may have a landline telephone installed in your room/apartment at your own expense.

### Renter's Insurance

It is strongly recommended that you acquire renter's insurance while living at the House. This protects your possessions should they be destroyed by fire, vandalism, theft, or other similar occurrences.

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### **Fall Semester Retreat**

At the beginning of the Fall Semester, a House Retreat is held called for all in the residential community to discuss and cast a vision for the “state of the community.” Information on schedules, expectations, and processes vital to the functioning and well-being of the house will be disseminated and discussed.

## **Covenantal Responsibilities**

### **Kitchen Covenant**

#### **USE OF THE KITCHEN FACILITIES**

The Disciples Divinity House provides common kitchen facilities primarily for residents of single rooms. These residents may use the common kitchen facilities to store and cook food. No cooking of any kind is allowed in the single rooms. Apartment residents are to store and cook food in their assigned living units. Office staff may also use the kitchen for food preparation and the community refrigerator for food storage.

#### **CLEANING THE KITCHEN**

Residents of single rooms will participate in a cooperative cleaning effort in the common kitchen at the beginning of each semester. Head Residents will coordinate this cleaning effort. All residents of single rooms are expected to participate. Apartment residents will be encouraged to clean their apartment kitchens during this time. Head Residents will organize and schedule work days with the community.

Head Residents will wipe down the counters and the stoves, sweep and mop the floor, and carry out the trash once per week. In addition to these cleanings, residents of single rooms and all other users of the kitchen are expected to cooperate in keeping the common kitchen clean by doing the following:

1. Wash, dry and put away all dirty dishes immediately following their use. Dishes are not to be left in the sink or on the countertops, even once they are clean. Drying racks are available for use and can be found underneath the sink. However, if a drying rack is used, it and the dishes it holds must be returned to their places within twenty-four hours of use, or the drying rack will be placed underneath the sink and dishes in the community cabinet.
2. Store all food, dishes, cooking utensils, pots and pans in assigned cabinets.

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None of these items are to be left on the countertops. Only the proper owner of food, dishes, cooking utensils, or pots and pans may use them, unless permission is given otherwise. If you do not have permission to use someone's property, please use the utensils and plates available in either the community refrigerator and/or the community cabinet.

3. Remove all food residues from the sinks and drains after washing dishes. Check to make sure garbage disposal is not blocked, and run garbage disposal after any use of the sink that involves food residue.

4. The House has provided residents of single rooms with two personal washrags and a personal towel. Rags and towels are to be hung on the racks inside assigned kitchen cabinets. Drying washrags and towels are not to be hung where they are visible. Community washrags will be found in a designated area for non-single-room residents and office staff. It is the responsibility of those who use these community rags and towels to wash them.

5. Clean all kitchen surfaces (floor, countertops, stoves, the kitchen tables, and inside the microwave) immediately following use.

6. Carry the trash to the dumpster when the trashcan is full enough that your trash will not stay in the can. Replacement bags can be found in the Recycling Room.

7. Assigned Refrigerators must be cleaned and freed of decaying food at least once a month, if not more often. All disposable food must either be immediately run through the garbage disposal, or taken immediately to the dumpster.

The House will provide all of the necessary cleaning supplies to maintain kitchen cleanliness according to these guidelines. The Head Residents will help you locate the cleaning supplies for cleaning the kitchen, if you can't find what you're looking for. If you use the last of a particular cleaning supply, it is your responsibility to notify a Head Resident of its need for replacement.

### RECYCLING

In the closet adjacent to the common kitchen, the House provides containers for recycling for all. Attention should be paid to the signs that indicate which recyclable items go in which containers. Volunteers signed up at the beginning of each semester for a week in which they will be responsible for taking the House recycling to the recycling center. This schedule hangs in the Recycling Closet, and will be enforced by the Head Residents. Residents may "opt out" of recycling at any time for a \$24 fine paid directly to one of the Head Residents. This covers the expense of the Head Residents taking recycling in your stead. Those who opt out must still sign up for a specific week of recycling and then notify a Head Resident that they will be opting out.

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### **COMMUNITY REFRIGERATOR**

This year, we will have a Community Refrigerator. This refrigerator is only for the purposes of storing food used by office staff, for the purposes of house meals, or shared food given to us by our churches and other partners.

The House will provide a black sharpie and masking tape which will be kept on top of the community refrigerator. EVERY ITEM (excluding condiments) placed in the community refrigerator must be marked with:

- Date placed in Community Refrigerator
- Name of person placing food in the refrigerator

House Meal food will be stored in the community refrigerator and should not be touched unless designated by those who purchased it. Leftovers will be kept in the refrigerator for no more than two days following house meals. On the third day, leftovers may be appropriated by individuals to their own refrigerators. On the fourth day, the individual responsible for the food must dispose of it. All food placed in the refrigerator that is older than five days will be disposed of.

Shared food given to us by our churches and partners must abide by the same conditions as house meal leftovers. Thus, leftovers will be kept in the refrigerator for no more than two days following house meal.

### **HOUSE KITCHEN SUPPLIES AND HOUSE MEALS**

Some storage space for kitchen supplies belonging to the House will be maintained in the common kitchen and the recycling closet. Any communal items are subject to all prior guidelines stipulated in the kitchen covenant.

### **ICE MACHINE**

Use of the Ice Machine must be both sanitary and hygienic. An ice scoop will be provided by the house. After each use, the scoop must be replaced on top of the ice machine. After each use of the machine, the door to the ice chamber must be closed so as to prevent overheating of the machine. Also, all ice cubes dropped on the floor must be picked up and disposed of.

### **Common Room Covenant**

Head Residents will sweep, mop and take the trash out of the Common Room every week. However, if the trash can is full please carry the trash to the dumpster yourself and replace the bag. As the Common Room is commonly shared space, each resident is responsible for keeping it clean and organized. Throw all personal trash in receptacle.

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If cookware, dishes, or silverware are left out, please return them to the kitchen sink, wash them, and place them in the community cabinet.

The Pool Table, Dartboard, and Foosball Table are for community use. Please make sure to replace all pool cues after play, and re-cover the pool table with the plastic covering. Please do not sit on the pool table or use the table as a table for food. After using the dartboard, please immediately replace darts back in the game cabinet to the left of the board.

We will, from time to time, host House Meals. All residents in attendance are responsible for cleaning after the meal, and are asked to do all in their power to help expedite the cleaning process.

In an effort to conserve power, please turn the lights off and the television off if you are the last person to leave the Common Room. At night, we have a front porch light for safety and convenience. The Head Residents will do their best to make sure this light is on every night. However, if you notice that it is not on, please flip it on. In the mornings, please turn it off if you notice it still on.

### **Program Covenant**

During the school year, the house community chair and Head Residents, as well as other residents, will work to coordinate house meals. All residents, out-of-house Disciples, office staff and friends of the house are invited to attend these meals. The program schedule is usually posted by the first week of each semester.

### **Safety Covenant**

The Disciples Divinity House is, first and foremost, the living shelter for all its residents. Thus, building security is of utmost importance. The front door has a keypad on it. The code to the keypad is given out at the beginning of the year and whenever a code change becomes necessary. It should only be known by house residents, Disciples students outside the house, and office staff.

**UNDER NO CIRCUMSTANCES SHOULD THIS CODE BE GIVEN TO FORMER RESIDENTS, VISITORS, OR ANYONE ELSE.**

To do so would violate the community's safety and security. If this happens, the code will have to be changed.

Meanwhile, the house's two side doors and kitchen door are accessed by key. The North door tends to slam, so please guide the door slowly closed when using. The Kitchen door tends not to shut completely, so please guide the door closed when using.

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Although this is not typically a dangerous area, residents should use common sense in taking precautions for personal safety as one would in any urban neighborhood. The restaurants across 20<sup>th</sup> Avenue stay open late into the night, and many patrons come and go who do not live in the neighborhood.

You are strongly advised not to venture out by yourself in this neighborhood late in the evening. Be aware of your immediate surroundings. Know where you are going and how you will get there. Do not be fooled by a stranger's approach. Seek the assistance of friends and neighbors to insure your safety. It is always wise to be safe.

If someone says they want to visit a friend living at the House, ask them to call that person or ask them to wait outside while you go and check the resident's room.

For everyone's safety, please advise the Head Resident if you see any suspicious person or activity in or around the House or parking lot. If you see anyone in the House you don't know, inquire about his or her access to the building by asking, "Did a student let you into the building?" Be courteous, but do not ignore someone's unauthorized presence. If they are unauthorized, please notify a Head Resident so that they can take care of the situation.

**POSSESSION OF FIREARMS OR ANY OTHER WEAPON, OR ENGAGING IN ILLEGAL ACTIVITY OF ANY SORT IS EXPLICITLY PROHIBITED ON THE PROPERTY OF THE DISCIPLES DIVINITY HOUSE AND WILL BE GROUNDS FOR IMMEDIATE TERMINATION OF THE LEASE.**

### **Laundry Covenant**

The House laundry room is located in the basement. The door to the basement is located just inside the south entrance outside door (kitchen side). In the basement, the laundry room is the door at the far end of the hall. However, the light switch for the laundry room is on the right, about halfway down the hall. There are two washers and two dryers provided. All residents of the House share these machines.

Posted on the wall by the machine is a list of Laundry Etiquette pointers. Please follow those when doing laundry. There is a shelving units down there to hold detergents and dryer sheets. It is recommended that you put your name on your detergent and dryer sheet box to prevent anyone from using them by mistake.

**DO NOT USE BLEACH IN THESE MACHINES.**

While it might help to clean your clothes, it has the potential (and the past history) to destroy some residents clothing. Out of consideration for all residents, please refrain from using bleach.

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### **Conservation Covenant**

The Disciples Divinity House is a non-profit organization, and the rent charged is based in part on the expenses incurred in operating and maintaining the building. Therefore, cooperation is requested in not using utilities in a wasteful manner.

All appliances, heat and/or air conditioning should be turned off when leaving your room or apartment. Some past residents have recommended keeping non-necessary appliances on an extension cord with an on/off switch, so that when you leave you can flip the power off. This would be tremendously helpful to keep costs down. Also, try to turn your ceiling fan and any additional fans off when you leave your room. When using the common area, please turn off any lights that may have been left on unnecessarily, and turn the television off when you are finished using it.

Please help us save water and sewer expenses. You can do so by taking shorter showers and by not allowing water to run in kitchen and bathroom sinks for long periods of time. When washing clothing, try to wash it in as few loads as possible. We have to use water during periods of drought in the summer to keep our plantings alive. If you notice water running off the property and into the street, please feel free to turn the hose off.

Thank you for doing all you can to help us keep costs down with minimum impact to your quality of life.

## **House Responsibilities**

### **Head Resident**

Head Residents are assigned cleaning duties and help to facilitate life in the House for the convenience of all residents. They supervise repairs and handle concerns from residents about their rooms, the common areas, and the facility in general. Head Residents organize and supervise kitchen-cleaning procedures. They handle guest room preparations. Their responsibilities include checking room conditions before and after residents move in or out and processing check-in/check-out paperwork.

They oversee basement storage and storage of cleaning/facility supplies. Every resident needs to cooperate with the Head Residents to make maintenance and upkeep of the building less burdensome. Residents are expected to do their own personal housekeeping, including returning common areas to the clean state the Head Residents leave them in.

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### **Parking**

Residents with cars have been assigned a parking space in the House lot. Parking is limited to residents and office staff only. Head Residents are instructed to have cars towed that are not authorized and permitted to park, in order to prevent inappropriate use of the lot. Visitors should only use the space of their host currently living in the House. If you find another car in your space, inform the Head Resident who will take appropriate action. If the Head Resident is not available, contact the Office. Parking assignments are posted on the bulletin board by the mailboxes.

“Admin” spots are not only designated for office staff but for any vendors or technicians conducting business for the upkeep and repair of our facility. If “Admin” spots are occupied then staff, vendors, and technicians are instructed to park in the open spots that they find, even assigned spaces. Their vehicles will not be towed.

Two days each year (in June and November) the Disciples Foundation Board meets at the House to make important decisions for the good of our community. As a service to them we ask them to park wherever they find an open spot. Their vehicles will not be towed. Residents are advised to keep their cars parked in their assigned spots all day on Board meeting days to avoid losing it to a board member.

### **Repair Requests**

Next to Room 203, there is a white board on which you can write repair requests. In addition to writing your request, please inform the Head Residents too so that your repair may be made promptly. You may also confer with the Assistant Dean about your needed repair.

### **Exterminator Services**

An exterminator sprays the building monthly. However, insect problems can be kept to a minimum if apartments/rooms and common spaces are kept clean. The exterminator does not spray in individual living spaces.

### **Fire Safety**

Fire escape plans are posted at each end of the hall on each floor. Study these plans so you will know how to leave the building quickly in the event of emergency. Smoking is not allowed anywhere in the building – including your own room or apartment – for safety reasons. Lit candles are discouraged in your living space as well, for the same reason.

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### **Fall/Spring Filter Changes**

Every fall and spring the Head Resident changes the filter in the blower units in every room and apartment. The Head Resident will give you notice of an approximate time that s/he will be entering your living area so that you will not be inconvenienced by this maintenance task.

### **Stamps and Copies**

You may purchase stamps in the Office. Copies are .10¢ each

### **Guest Room**

If not used for regular residents, the House may have space available to rent as a guest room for a short-term visitor. If you are interested in renting the guest room, check with the Assistant Dean first. Currently the guest room rents for \$30.00 per night. The House will often put prospective students who are visiting in the guest room. If you see a person staying in the guest room, please greet them and introduce yourself. They may have questions that you could answer about the House, the neighborhood, or the Divinity School.

### **Moving to a New Living Space**

The Assistant Dean keeps a list of residents who would like to change rooms. Let him know if you want to move to a different room or apartment. As soon as the space becomes available, it will be offered to the first person on the list. Disciple students have priority.

### **Storage**

Storage space is limited at the House. Do not keep any of your belongings in the House hallways.

Some storage space is available in the basement, but the Head Resident or Assistant Dean should be consulted before placing items there. If permission is granted to use some of the basement space, make sure all items are clearly labeled with your name before placing them in the basement storage area.

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Former residents of the house may use the basement or other assigned space for storage if so approved by the Disciples Divinity House and provided they pay a fee of \$24 per month. This is half the cost of a baseline storage unit at Nashville Public Storage.

### **Pet Policy**

Residents are not allowed to have pets unless first approved by office staff. For those in single rooms, they must also be approved by their suitemate. Also, those in single rooms should anticipate keeping pet food and water in their own room and not in the Community Kitchen. Those entering the house who already have pets should consult with the Dean to make sure your living situation will be conducive to the best quality of life for both you and your pet. House rooms preclude the possibility of large or even medium sized pets. However, cats, small dogs, and other animals of that size are usually acceptable.

Residents should anticipate cleaning up after their animals, both inside and outside of the house. Pet owners are required to dispose of pet waste in the dumpster. Pet waste carries diseases and should not be considered fertilizer for our garden or on our grass. All pet waste must be completely cleaned from all surface areas on any part of the Disciples House property.