

RESIDENT HANDBOOK

LIVE-LEARN-SERVE-LEAD



WESTMINSTER HOUSE

PRESBYTERIAN UNIVERSITY CENTER
548 W. PARK AVENUE
TALLAHASSEE, FLORIDA 32301
850-222-6320
floridastatepuc@gmail.com
www.pucfsu.com

Fall 2012 Student Resident Covenant

1. Period

This covenant applies to Florida State University's Fall 2012 semester beginning August 27, 2012 and ending December 15, 2011. Student resident agrees to pay all rent for this period according to the Options offered below. Resident agrees to reside subject to the University Minister's and the Board of Director's authority as well as cooperatively with other residents in accordance with the terms of this covenant and Resident Handbook. Eight (8) weeks before Fall semester's end, the University Minister and the student will evaluate and determine residency for another semester. Prior residency does not guarantee future residency.

2. Rent

Adjusted rent for Fall 2012 \$1850 for shared downstairs room, \$2350 for a single downstairs room, and \$2575 for the upstairs room. Initial your payment choice below. Sign and return this document with your \$200.00 security deposit to PUC's office by 5:00 p.m. Friday, April 20, 2012.

Fall Semester 2012 Payment Options

Option 1 Full amount due & payable August 27, 2012.

Resident Vehicle Parking Option
\$200.00 per semester for parking privileges. A parking decal will be issued pending completion of PUC's Parking Patron Contract along with full payment by August 27, 2012.

Option 2 1/2 due & payable August 27, 2012;
1/2 due & payable October 3, 2012.

Option 3 : 1/3 is due & payable August 27, 2011; 1/3 is due & payable October 3, 2012;
1/3 is due & payable November 7, 2012.

Resident assumes responsibility for timely payment of all rents. Overdue accounts will be charged a \$35.00 processing fee in addition to a daily \$10.00 fee until current balance due is paid in full.

3. Participation

PUC residency is a privilege with specific expectations and responsibilities. Residents acknowledge familiarization with and agree to abide by the terms of this covenant and PUC's Resident Handbook. Participation in Listening Point and Practicum is mandatory in accordance with PUC's calendar. Absences shall be discussed with the University Minister and approved in advance. Two (2) absences per semester may terminate residency and/or cause forfeiture of rent or portions thereof paid, including security deposit.

I understand and agree to abide by this covenant and Resident Handbook.

Signed Name _____

Date _____

Printed Name _____

Date _____

EXPECTATIONS

Student residents play an integral role in our campus ministry. Residents work closely with the university minister to establish and sustain an authentic Christian witness of God's grace and justice, righteousness and peace.

Residents are committed, practicing Christians who desire to grow in faithful practice. As stewards of God's grace, residents should exhibit Christian leadership qualities, strong moral character, personal responsibility, friendliness, and a sense of humor. They are disciples in the way of Christian love and are Christ's hospitable hosts.

Residents form the ministry's servant-leader core. Living and serving together, they confess God's presence in the world and share Christ's good news. Residency embraces the highest standards of personal and corporate integrity. It entails devotion to God, selflessness and courage, honesty, caring, compassion, commitment, and work.

WHAT RESIDENTS MAY EXPECT OF PUC

A FAITH-BASED LIVING ENVIRONMENT OFFERING AN EXCEPTIONAL QUALITY OF LIFE

community
spiritual support
genuine relationships with peers & others
leadership growth & service opportunities
recreational & educational programs, outings & activities
secure, clean, safe, facilities
convenient lifestyle adjacent to campus
hospitality
fully furnished kitchen
reserved parking
spacious living areas
TV, VCR, internet access, cable television
opportunities for discussion & reflection
worship & devotional experiences
service learning

WHAT PUC EXPECTS OF RESIDENTS

TEACHABLE MINDS, HUNGRY HEARTS, HUMBLE SPIRITS, JOYOUS SOULS

commitment to God, the Church, and this covenant community
integrity
ethical conduct that includes fairness, equality & respect
sense of humor & flexibility
willingness to teach & be taught
creativity & imagination
academic discipline
organize & lead activities and programs
service & mission work
perform household chores, administrative duties & assignments
regular worship with a local congregation
participation in vocational guidance (FSU Career Center or other)
registered voter
timely payment of rent

Living Together

Westminster House is God's gift, offered by Florida Presbyterians since 1950. We enjoy the legacy of those faithful witnesses as a sacred inheritance. Westminster House is the church's asset as well as an historic university and community landmark. Faithful, careful and responsible stewardship of this resource remains a chief concern for all residents.

Student residents are Westminster House's caretakers. They contribute to its day-to-day cleanliness, security, and safety. While a home for students, it is a sanctuary and hospitable refuge for others also. Residents sustain the high standards of cleanliness, decorum, and decency.

The Golden Rule—"do unto others as you would have them do unto you"—applies as much to inter-personal relationships as to Westminster House's care. Thus, residents agree to:

Leave what they use in better condition than they find it.

Return what they borrow.

Fix and/or report breakage to the university minister.

Turn off lights not in use.

Lock doors.

Pick up trash in the yard, behind the building, and parking lot.

Maintain living space well. Restrooms, kitchen, floors, etc. throughout the residence should be free of clutter and vacuumed, swept, and mopped regularly. PUC provides cleaning equipment, materials and supplies as needed and requested. PUC may retain deposits or portions thereof for negligence in cleanliness.

Keep bedrooms locked always.

Expect visitors.

Use corkboards in rooms for hanging pictures or posters. No tape on walls or ceilings, please.

Check mail cabinet and shelf daily.

Practicum

Residents form the ministry's leadership core and are a hub around which our ministry turns in significant ways. Apart from living and learning together, residents serve, follow, and lead as well. Residents participate in two-hour *Practicum* gatherings every week for reflection and personal and community growth and development. Directed by the university minister, *Practicum* involves advance preparations, reading and study, and dialogue and discussion around a shared meal. Household economics and issues related to PUC's mission and ministry may be addressed during *Practicum* also. Attendance is mandatory.

The PUC Calendar & The Listening Point

PUC sponsors and hosts various events and activities throughout the year. Each semester's calendar is drafted and distributed in advance. Residents familiarize themselves with this calendar

and participate in the activities and programs as they occur and in accordance with the university minister's directions.

Thursday evening Listening Point programs are mandatory. The university minister may excuse two (2) Listening Point or other absences per semester. Additional absences may constitute grounds for dismissal from Westminster House residency. Discuss absences with the university minister in advance.

Local Presbyterian congregations usually supply Listening Point meals. Residents greet those who provide these meals and assist meal preparations as needed. This may involve carrying items, setting up serving areas, helping with locating and using kitchen materials, etc.

Residents serve as hosts/hostesses for fellowship gatherings. Be gracious and welcome the stranger. Ask to assist with meal and program set-up and cleanup. The university minister may assign specific household tasks as necessary.

Service-in-Kind

To compensate for the privilege of PUC residency, and in keeping with PUC's commitment to student leadership development, residents perform at least five (5) service-in-kind hours each week. These service-in-kind hours occur outside weekly chore commitments.

Residents work directly with the university Minister to fulfill their service-in-kind responsibilities. Service-in-kind hours do not include weekly chores established and maintained as resident responsibilities. Service-in-kind includes Practicum meetings, however, and may entail household chores inside and/or out, office assistance (filing, copying, word processing, clerical duties, etc.), faculty luncheon set-up and clean-up, program leadership, special projects, or other tasks as requested. Residents maintain a log for service-in-kind hours.

Progress Reports

At mid-semester the university minister will complete resident progress reports for each resident. These reports will help to identify resident growth and progress as well as suggest areas of need. The university minister reviews these reports with each resident privately.

Generally Speaking

No drugs. No alcohol. No smoking. No pets.
Remember who you are; affirm to Whom you belong.
Open hearts and minds.

Chores

Residents observe weekly chore schedules. Chores rotate among residents by common consent. The university minister checks resident areas weekly and offers feedback as required.

Kitchen

Clean and disinfect countertops. Wash and store dishes. Unload dishwasher and stow items in appropriate cabinets and drawers. Clean stove, toaster and microwave. Clean sink. Dispose of out-dated foods. Clean spills when they occur. Wipe-out refrigerator and clean spills. Clean and stow kitchen items used for faculty luncheons and other gatherings. Sort special flatware and store it separately. Empty trash. Remove recycling materials. Re-line trash receptacles.

PUC stocks household and kitchen necessities such as cloth and paper towels, toilet paper, and dishwasher detergent annually each fall. Residents re-supply these items as they are depleted during the year.

Residents clean their own dishes and appliances with each use. Occasional, house-wide cleanups may be scheduled.

Remove personal belongings from and turn off lights in common areas—kitchen, great rooms, library, etc. Close and lock doors.

Open and Close

Residents share responsibility for building security and safety. Lock doors. Keep the door between the office and residence locked. Keep the door between the residents' kitchen and first floor great room locked. Lock resident kitchen exterior door. Keep resident rooms locked.

Lock and secure PUC between 5 and 6 p.m. weekdays. Keep it locked throughout the weekend, unless scheduled activities prohibit. Student residents open, close and secure the facility upon request by the university minister and in accordance with the PUC calendar and otherwise.

Closure before bedtime: Walk through the entire building, check and lock doors and windows. Fasten all bolts. Extinguish lights (see ground floor restrooms & kitchen!). Leave a single light burning in the ground and first floor great rooms. Lower and shut blinds. Turn off heating/air conditioning units, fans.

Keep a light burning in the first floor hallway. Turn on porch lights.

Retrieve mail from porch box. Sort into shelves in louvered closet in office area hallway as addressed, or deposit it all on PUC's shelf there for office staff to process.

Guests & Visitors

Residents are responsible for their guests' entry and exit. Do not duplicate keys.

Notify the university minister and other residents in advance of guest visits and arrivals. We observe a 12:00 A.M. midnight visitation curfew.

We cannot accommodate overnight guests without the university minister's advance approval. These privileges may be denied without explanation. Supply overnight guest names and contact information to the PUC office. We encourage overnight guests to donate offerings to PUC as a courtesy.

Rent

Current, comparable housing fees published by the Florida State University Housing Office are benchmarks for PUC's resident rent. Comparable FSU housing is a renovated, double-occupancy dormitory room with private bath. Insofar as PUC residents act faithfully as Westminster House stewards and share in PUC's mission and ministry, they pay considerably less rent than they would at FSU. PUC's rent is equivalent to eighty percent (80%) of a comparable FSU dormitory fee.

Pursuant to PUC Board policy, semester rates for the 2012-2013 academic year will be as follows: \$1850 for shared downstairs room, \$2350 for a single downstairs room, and \$2575 for the upstairs room. See Resident Covenant for specific details including deferred payment schedules.

Each resident pays a \$200.00 security deposit upon acceptance and return of the Resident Covenant. This Covenant with the \$200.00 deposit is due and payable by 5:00 p.m. Friday, April 20, 2012.

Rent includes peaceful use and enjoyment of a furnished, double-occupancy bedroom with full, private bath. Residents share a private, fully furnished kitchen complete with appliances (microwave, stove, refrigerator, sink disposer, dishwasher, etc.). Residents enjoy full Westminster House access, including storage space and library and common area usage. Common areas include a television with COMCAST service, DVD and VCR equipment. The building has high-speed, wireless internet access throughout. Rent includes all utilities (cable television, electricity, natural gas, water, sewer, garbage and recycling collection). Coin-operated washer and dryer units are available on the ground floor (\$.50/load). Residents arrange telecommunications services and equipment with providers at their own expense. Listening Point and *Practicum* meals are free of charge. Other meals related to ministry programs and activities are provided occasionally also.

Vehicle parking privileges are not included in rent. Parking decals may be purchased for \$200.00 each semester (\$400.00 for academic year). See and complete PUC's Parking Patron Contract, available upon request.

Summer Residency

Summer residency conditions, terms, rental fees, agreements and covenants are made individually in consultation with the university minister.

Faculty Luncheon Series

Our ministry includes outreach programs for FSU faculty, staff, administration, and others associated with Florida State University and the Tallahassee community. In particular, we conduct a monthly faculty luncheon series each fall and spring. Student residents assist in these programs by doing the following:

- Set-up tables & chairs
- Set out table cloths & table décor
- Place napkins, flatware, plates, cups for each setting
- Provide ice & serving utensils
- Set-up reception table & chair; supply name tags, cash box, registry, pens
- Install speaker's podium, microphone, amplifier, wiring & test system for readiness
- Clean fireplaces and set fires in season
- Assist caterer as requested
- Clean-up: remove dishes, utensils, etc.; wash, sort, store same within 24 hours
- Empty trash & recyclables
- Shake-out table cloths; launder as needed
- Disassemble public address amplifier, speakers and microphone; store in library

Personal Property

PUC assumes no liability for personal property loss, theft, or damage beyond what its liability insurance policy coverage allows. All parties affected by loss share PUC's insurance liability deductible fees in proportion to the valuation of any respective loss. PUC strongly recommends that residents purchase renter's insurance coverage for all personal property used or stored on the premises. Contact your insurance agent. Special attention should be given to residents' loss liability for personal electronics such as computers, printers, cell phones, video games and equipment, music recording and playback systems and other costly items.

PUC offers limited storage for personal effects during the resident period only. PUC purges storage regularly between semesters or as necessary otherwise. PUC reserves the privilege to donate unclaimed items to charity or to dispose of them otherwise.

Grievance and Conflict Resolution

PUC is a Christian community whose qualities of life include tolerance, sacrifice, forgiveness, and compassion. Healthy relationships require work as well as honesty, empathy, and flexibility. Healthy communities can agree to disagree. Make love your aim, peace our end.

In most cases, it is best to resolve conflict and address grievances as they occur, sooner rather than later, by going directly to their source. Lingering conflicts are unhealthy. Avoid third-party transference, which is gossip. Problems others should be discussed first with her/him privately or in the company of the university minister.

Unresolved conflict is evil's home and an invitation for it to reside. Work through conflict and deny evil's power and place.

Direct questions regarding PUC policy to the university minister in all cases first. He can usually provide accurate information suggest reasonable courses to follow. The university minister is available to listen, counsel, advise, and mediate.

Miscellany

The university minister retains the privilege of entering any area or room where he believe PUC rules are being or have been violated.

Someone should walk through the entire building at the close of each day before retiring: extinguish lights; check appliances, AC/heaters, lock doors, burn porch lights, etc.

PUC can forward first-class USPS mail for three (3) months after relocation if a forwarding address is provided. Other mail will be discarded unless provision is made to save it for pick-up. Provide new addresses to relatives, friends, creditors, et al. before relocating. Use a change of address form available from USPS.

Locked doors deter intrusions. Close and lock hallway doors at always. Close the stairwell door between the ground and first floors.

Maintain a flashlight & spare batteries in your bedroom.

Keep an emergency drinking water supply (minimum 1 gallon/person/day X 3 days) throughout hurricane season

When in doubt, ask.

Test battery-operated fire alarms monthly.

Practice fire drills each semester