

Brite Housing Handbook

Leibrock Village

BRITE DIVINITY SCHOOL

2009-2010

Location: 2931 Sandage Street, Ft. Worth TX

Mailing Address: TCU Box 298140, Ft. Worth TX 76129

Telephone: 817-257-7338

Fax: 817-257-7171

E-mail: n.grieser@tcu.edu

Residents of Leibrock Village are expected to be fully acquainted with and will be held responsible for compliance to policies, rules, and regulations of:

Leibrock Village as listed in the Brite Housing Handbook and

Violation of said policies, rules, and regulations does not release residents of Leibrock Village from the financial responsibility for the balance of the term of the Housing Agreement.

The Director of Brite Housing has the authority to make decisions and implement policies in keeping with the rules and regulations of Brite Divinity School.

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IMPORTANT TELEPHONE NUMBERS

Brite Housing Office (Leibrock #500)	817-257-7338
Director of Brite Housing – Nancy Grieser	
Cell	817- 988-7181
Home	817- 467-7212
Associate Dean of Student Affairs	
Bryan Feille	817-257-7587
Brite Harrassment Officer	
Francisco Lozada.....	817-257-5159
HVAC (TCU emergency maintenance).....	817-257-7956
(call ONLY if the RAs and Director cannot be reached)	
Brite Divinity School.....	817-257-7575
CRNA Program	817-257-6818
College of Education	817-257-7660
Campus Police	817-257-7930
Campus Police Emergency	817-257-7777
Medical Emergency.....	911
Student Accounts	817-257-7836
Financial Services	817-257-7834
Financial Aid	817-257-7858
Recreation Center	817-257-PLAY
University Ministries	817-257-7830
TCU Bookstore	817-257-7844
Cokesbury Bookstore.....	817-763-9560
Health Center.....	817-257-7940
LILY B. CLAYTON ELEMENTARY SCHOOL.....	817-922-6660

BRITE HOUSING MAILING ADDRESS	BRITE HOUSING OFFICE
	TCU BOX 298140
	Fort Worth, Texas 76129

ELIGIBILITY GUIDELINES

Students enrolled full-time, nine (9) semester hours, in a graduate degree program of Brite Divinity School (M.Div.; M.T.S.) or TCU are eligible to live in Leibrock Village, the residential community for Brite Divinity School, for a maximum of forty-eight (48) consecutive months. Proof of eligibility may be requested.

PhD candidates are permitted residency for a maximum of ten (10) consecutive semesters. No one may be in residency longer than sixty (60) months.

Students admitted as "Special" students, enrolled for nine (9) semester hours at Brite Divinity School, are eligible for Brite Divinity School Housing for one (1) semester only. To remain eligible for Brite Divinity School Housing, "special" students must be admitted to a degree program of Brite Divinity School. Should a student's course load at Brite Divinity School or TCU drop below the required semester hours, the student and family may be required to vacate the apartment within two (2) weeks. If a student drops all courses, the student and family may be required to vacate the apartment within forty-eight (48) hours.

Leibrock Village apartments may be rented to graduate students of Texas Christian University should space allow. Housing Agreements for TCU graduate students expire at the end of the Spring semester and may be renewed after placement of all Brite Divinity School students who request housing before May 1st.

Termination of the Leibrock Village Agreement by the Villager is limited to the expiration of the Housing Agreement. Any Villager who vacates during the term of the Housing Agreement will forfeit the security deposit and be charged the housing fee for the balance of the term of the contract. Exceptions are graduation or disciplinary suspension from Brite Divinity School or Texas Christian University.

The Director of Brite Housing may, upon written notice, terminate a Housing Agreement or deny renewal of a Housing Agreement when the Villager ceases to be eligible or is found in violation of the conditions stated in the Housing Agreement, the Brite Housing Handbook, or any Brite Divinity School policy. These conditions include, but are not limited to, Villagers failing to meet eligibility requirements, having outstanding debts to the University and/or Brite Divinity School, and not complying with Leibrock Village regulations.

Management reserves the right to consolidate two Villagers of the same gender who are each renting one-half (1/2) of a two bedroom apartment, but who have no apartment-mate, during the term of a Housing Agreement. Students who share apartments are entitled to use only the bedroom and bath rented specifically to him/her and the common areas (kitchen, dining room, living room). Brite Management reserves the right to enter shared apartments and prepare the unassigned portion for prospective incoming Villagers.

Occupancy is limited to two (2) persons per bedroom. Residents must vacate at completion of the semester that terminates following ninety days after the birth of a third child.

Students sharing an apartment must be married or of the same gender.

No apartment may be sublet.

For additional information refer to the Brite Divinity School Housing Agreement.

GENERAL INFORMATION

Leibrock Village is more than just a place to sleep. It is a vibrant, residential community, where Brite Divinity School students and TCU graduate students know their neighbors, plan and enjoy social events, take part in study groups, and meet interesting speakers in small, informal group settings. Opened in January, 2001, the complex is conveniently located a short walk from the Brite Divinity School academic building, the TCU library, and the rest of the TCU campus.

A total of 56 apartments are available to full-time Brite students (students enrolled for at least nine class hours) and TCU graduate students. Utilities included in the housing fee are electricity, water, trash pick-up, local telephone service, cable TV, and internet access. Each apartment is unfurnished, except for refrigerator, stove, dishwasher, and garbage disposal. The living room and bedrooms are carpeted in a neutral pattern. Laundry rooms with washers and dryers are conveniently located in each building. One parking space is available per bedroom for each apartment. Bicycle racks are located near each building.

Scenes of the Village and floor plans can be viewed at the following web site:

<http://www.brite.tcu.edu/admission/brite-housing.asp>

Smoking is not permitted in any Brite Divinity School or Texas Christian University building, including the buildings of Leibrock Village.

No pets, other than fish in an aquarium of 20 gallons or less, are allowed in Leibrock Village.

Formal and informal social events are planned each semester.

Brite Housing, Brite Divinity School, and Texas Christian University shall not be liable or responsible for injury to or death of any persons or damage to any property occurring in, upon, about, or at the Leibrock Village premises, which damage or injury is caused by the negligent acts or omissions of, or the breach of any covenant, term or condition of the Housing Agreement, by the student, any member of the student's family, or any person who is in the student's apartment or on the Leibrock Village premises with the student's express or implied consent, and the student, any member of the student's family or such person, shall hold Brite Housing, Brite Divinity School, and Texas Christian University, its trustees, officers, agents, employees, independent contractors and vendors harmless from and defend and indemnify them against, any and all claims, losses, damages, causes of action, suits, proceedings and liabilities of every kind (including but not limited to attorneys' fees and court costs), including claims, losses, damages, causes of action, suits, proceedings, and liabilities caused by any negligent act or omission on the part of Brite Housing, Brite Divinity School and Texas Christian University.

Students requesting to live in Leibrock Village must complete a housing application and return it to the Leibrock Village Office with a \$350 application deposit non-refundable after May 1, 2009. The deposit converts to a security deposit upon occupancy. It is recommended that incoming students interested in housing complete an application upon admission to Brite Divinity School or TCU. Apartments are assigned in the order that applications with housing deposit are received, relative to program priority.

The apartment is solely for the student, his or her spouse or committed partner, and two children thereof. Visiting guests, including relatives, are permitted for a maximum of one (1) week. Any request for extension must be approved in writing by Brite Housing. Upon prior written request to the director, other familial living arrangements MAY be considered in certain circumstances.

The Leibrock Village Office is located in the Moore House at Leibrock Village, 2931 Sandage Street. Telephone: 817/257-7338. Fax: 817/257-7171. Mailing address: Leibrock Village, TCU BOX 298140, Fort Worth, Texas 76129.

HOUSING FEES, 2008-2009

	SUMMER 08	FALL 08	SPRING 09
One Bedroom Apartment			
1 student	\$2,535.00	\$3,802.50	\$3,802.50
2 students	\$1,270.00	\$1,902.00	\$1,902.00
Two Bedroom Apartment			
1 student	\$3,390.00	\$5,085.00	\$5,085.00
2 students	\$1,695.00	\$2,542.50	\$2,542.50

Any resident who vacates housing during the term of the housing agreement will be charged the housing fee for the balance of the semester and forfeit the housing deposit. Exceptions are graduation and disciplinary suspension from Brite Divinity School or Texas Christian University.

Failure to pay the Student Account will result in a "Financial Hold" being placed on the account, and no transcript or registration materials will be issued.

MOVE IN AND MOVE OUT DATES

The housing fee will be charged to the student's Student Account according to semester of occupancy. To avoid additional charges for housing, vacating students (including graduating Villagers) must check-out by the published move-out dates unless confirmed by the Director of Brite Housing. Intent to vacate an apartment must be made in writing, forty days (40) prior to the expiration of the Leibrock Village Housing Agreement.

Graduating and vacating Villagers may be granted an extension if the apartment is not leased. An additional housing fee is paid in advance in weekly increments (A week is defined as seven (7) calendar days Sunday through Saturday). Request for extension must be made in writing to the Director of Brite Housing at least forty (40) days prior to the expiration of the Brite Divinity School Housing Agreement. If a request is granted, the Villager will receive a written confirmation and payment schedule.

Semester	Move-In Date	Move-Out Date
Summer 2008	May 16, 2009	August 1, 2009
Fall 2008	August 16, 2009	December 31, 2009
Spring 2009	January 1, 2009	May 15, 2009
Summer 2009	May 16, 2010	August 1, 2010
Fall 2009	August 16, 2010	December 31, 2010
Spring 2009	January 1, 2010	May 15, 2010

CHECKOUT INSTRUCTIONS

1. Present written notification of intent to vacate to the Director of Brite Housing at least forty (40) days prior to vacating the apartment.
2. Schedule a checkout appointment at least five (5) days before checkout.
3. Report all needed repairs prior to checkout.
3. At the time of checkout, the Villager and a Resident Assistant or the Director of Brite Housing will conduct an inventory of the apartment to determine the condition of the apartment. The apartment must be clean and in "**move-in**" condition. A cleaning fee of \$75.00 will be charged if the Villager fails to properly clean the apartment. An additional fee for Excessive Housekeeping may be charged if more than four hours is required to clean the apartment.

Carpet must be vacuumed and walls clean. Use of carpet freshener products is prohibited. As it is not evident that carpet freshener has been used until after the carpet is steam cleaned, a post check-out charge of \$200 per room will be levied for freshener clean-up. If carpet replacement is necessary a charge of \$500 per room will be levied.

Do not spackle nail holes. Mounted hardware for shelves and window treatments must remain.

Clean all light switch covers, outlet covers, and door handles.

4. See Apartment Check-out form on page 8 for cleaning suggestions and charges.
5. All housing fees due to Leibrock Village must be paid in full to the Financial Services Office, TCU, prior to the time of checkout.
6. Keys and family swipe cards issued to the Villager must be returned at the time of checkout.
7. The Villager will be charged \$25.00 for not being ready to leave at the scheduled checkout time.

Failure to follow the above checkout procedure will result in the forfeiture of the security deposit and appropriate charges. Cost to repair damages, beyond normal wear, will be charged to the Villager's TCU Student Account.

Apartment Check-out

		Cleaning suggestions	Charge
Bathroom/s			
	Bathtub	Clean, soap scum removed.	\$ 30.00
	Sink	Clean, soap scum removed.	\$ 15.00
	Commode	Clean, no water rings	\$ 15.00
	Cabinet	Wash inside and out	\$ 10.00
	Floor	Swept and clean	\$ 10.00
	Baseboards & doors	Brush or dust, then wash with mild soap solution Washed	\$ 10.00
Kitchen			
	Stove	Oven - De-grease and clean Placing 1/2 cup of ammonia in a glass dish in a cold oven overnight will ease cleaning.	\$ 75.00
		Broiler pan - Clean or replace	\$ 25.00
		Drip pans - Clean or replace If replaced, must be for Hot Point/GE stove Available at Lowe's Home Depot, etc.	\$ 25.00
		Cooktop, under cooktop, control panel and knobs	\$ 15.00
	Refrigerator	Cavity and shelves, drawers, freezer – empty & clean Do not unplug the refrigerator.	\$ 20.00
	Dishwasher	Emptied and wiped out. Mild abrasives can be used to remove rust stains.	\$ 10.00
	Cabinets & drawers	Washed inside and out Mild dishpan soap and water	\$ 10.00
	Windows	Washed inside	\$ 50.00
	Blinds	Washed Brush or dust, then wash with mild soap solution	\$ 50.00
	Floor	Swept and mopped (Please do not use Mop & Glow)	\$ 10.00
	Baseboards	Sweep then wash with mild soap solution	\$ 10.00
Living rm. & closet			
	Windows	Washed inside	\$ 20.00
	Blinds	Brush or dust, then wash with mild soap solution	\$ 30.00
	Floor	Vacuumed Replacement fee if beyond normal wear - \$500	\$ 10.00
	Baseboards	Sweep then wash with mild soap solution	\$ 10.00
Bedroom/s & closet			
	Windows	Washed inside	\$ 20.00
	Blinds	Brush or dust, then wash with mild soap solution	\$ 30.00
	Floor	Vacuumed Replacement fee if beyond normal wear - \$500	\$ 10.00
	Baseboards & doors	Sweep then wash with mild soap solution Washed	\$ 10.00
Carpet		Fine for use of carpet freshener products per room	\$ 200.00

SCHEDULE OF CHARGES

Security Deposit (refundable).....	\$ 350.00
Failure to move into apartment	Forfeit Security Deposit
Failure to checkout.....	Forfeit Security Deposit
Vacate apartment prior to expiration of Housing Agreement	Forfeit Security Deposit
(exception: graduation)	

The following charges, as applicable, will be assessed:

Lock-out assistance 1st time.....	No Charge
All subsequent times	\$ 30.00
Apartment key lost or not returned at checkout	\$ 100.00
Change Lock (each lock core)	\$ 50.00
(One-bedroom apartments have one core. Two-bedroom apartments have three cores.)	
Mailbox key lost or not returned at checkout	\$ 10.00
Lost Swipe Card	\$ 20.00
Pet Violations (including visitor's pets and strays)	\$ 25.00 per day per pet
Additional Parking Space.....	\$ 30.00 per semester

Check-out Fees (Reference Check-out Instructions on page 7.)

Failure to give 40 day notice	\$ 350.00
Failure to be ready to check-out at scheduled time	\$ 25.00
Use of contact paper (per room)	\$ 75.00
Use of carpet freshener products per room	\$ 200.00
Failure to properly clean apartment	\$ 75.00
Excessive cleaning required after check-out.....	\$ 75.00 per hour

Cost to clean, replace, or repair damaged items or property beyond normal wear and tear will be charged to the Villager's Student Account

ALCOHOL and DRUG ABUSE POLICY

Use of alcohol by persons under 21 years of age, sale and/or distribution of an alcoholic beverage to persons under 21 years of age, and production of alcohol is not permitted in Leibrock Village and is a violation of State law.

Possession, manufacture, use, sale or distribution (by either sale or gift) of any quantity of a prescription drug or an illegal or otherwise controlled substance (except as directed by a licensed physician) is prohibited in Leibrock Village and is a violation of State law.

BICYCLES

Outdoor bicycle racks are conveniently located in the Village. Do not bring a bike unless you plan to ride it frequently or keep it in your apartment. By Fort Worth Ordinance, no bicycles may be stored in hallways or stairwells.

BOOKS

Several generous people have donated books to Leibrock Village. The books are loosely organized by subject and are stored in the various reading areas throughout our complex. Examples of the subject groupings are Preaching/Sermons, Bibles/Commentaries, Fiction, Spiritual development, and Popular Theology. The books are available to any Villager for study, reference, reflection, or pleasure reading. Villagers are encouraged to use the books and to return them to the shelves when finished.

The Village has a special collection of books in Moore House. They are typically older books, books signed by the author, books written by or about TCU and/or Brite faculty, books of local interest, or books still used in Brite classrooms. Please check with the Director of Housing regarding use of these books.

CALL BOXES

Call boxes are positioned at the front door of each building and at the back door of Patterson and Hooks houses. To place a call, push the black button. At the sound of the dial tone, a local number may be dialed after dialing 9. For TCU numbers only the four digit extension needs to be dialed. The red HELP button on the call box rings at the TCU Campus Police office.

Apartment and cell phone numbers for Resident Assistants and the Director of Housing, as well as the number and location called from, are posted on a window near the call boxes.

Emergency Call Boxes – Four emergency call boxes located in Leibrock Village are directly connected to TCU Police. Just pick up the receiver to receive help.

CHILD SUPERVISION

Children must be supervised at all times. Children are the responsibility of their parents or

guardians. Parents and guardians must not leave children unattended. Children are not permitted to enter the exercise room or use any of the exercise room equipment. It is the parent's responsibility to keep children away from the picnic grills located in the backyards of Abell-Hanger/Beasley and Mabee/Hill houses. Villagers are responsible for all damages incurred by their own children and by children who visit them. Toys and other belongings must be put away after use. Items left unattended will be discarded.

CHILDREN'S PLAY AREAS

Children learn through play. A play area and a playground for use by Village children have been developed through gifts of friends of Brite, past and current residents, as well as partnership with the School of Education at TCU. Except by their gross negligence, Brite Divinity School and its agents are not liable for injury to any child in the Village.

Please help us maintain a fun, learning environment for our youngest residents.

- Play area and playground hours are 9 am until 10 pm.
- Please help children leave the play areas and playground orderly when through playing. Put toys, books, and costume items in appropriate storage areas.
- Children must be supervised in the play areas at all times. Residential children and visiting children are the responsibility of their parents or guardians.
- For security reasons, children must never be left unattended in the play areas, playground, or in any part of the Leibrock Village complex.
- All play area items must be kept clear of pathways in order to abide by local fire code. Playground toys must not litter sidewalks.

COMMUNICATION

Local telephone service and e-mail are two important means of communication in the Village. Every apartment is supplied with local telephone service. The primary telephone number is active in all phone jacks in the apartment. Each villager must have a landline telephone to receive voice mail notices.

Should a Villager choose to have more than one telephone line activated in an apartment, the request must be presented in writing to the Director of Brite Housing. The activation fee and de-activation fee (\$50 each), plus a monthly charge (\$17) for each additional line will be billed to the Villager's student account.

To arrange TCU Long distance service call TCU Connect, 817/257-4357.

All apartments are wired for TCU Internet access, and every Brite/TCU student is issued an e-mail address. If use of a previously established e-mail address is preferred, go to <http://www.tr.tcu.edu/forwardemail.htm> to have incoming TCU e-mail forwarded to the established account. Important information for Villagers is shared via email. Villagers are expected to check their email and to make responses as requested.

FIRE ALARMS

Heat sensors were placed in each apartment according to state fire code. They are very sensitive and can easily be activated. When cooking, be certain to use the stove hood fan. Halogen lamps and gel candles are not permitted in the Village due to the number of fires they have caused in campus housing.

Should there be a fire alarm or a false fire alarm in a Leibrock Village building, a voice programmed in the fire detection system will order you to leave the building immediately. These are the steps to take:

- Evacuate the building.
- Close doors to contain fire and smoke.
- Provide primary first-aid as needed.
- Alert a Resident Assistant or the Director of Brite Housing.
- Go to the assigned check point for your building:

All houses but Moore House go to the Moore House Veranda.

Moore House Villagers go to the Patterson House living room.

- Do not re-enter the area until the 'All clear' signal is given.

It is important that everyone, including children, leave the building and know the check points.

Fire extinguishers are checked annually. To insure prompt replacement, Villagers must inform the Director of Leibrock Village when a fire extinguisher has been used.

Due to the potential fire hazard they create, no personal barbeque grills, smokers, hibachis, etc. are to be stored or operated in the Village.

GUEST APARTMENT

The fully furnished Guest Apartment, Moore House 502, may be reserved by Leibrock Village residents. It may also be reserved for guests of Brite or TCU for educational program purposes.

Leibrock residents	\$50 per night
Brite faculty/staff	\$60 per night
Non-Leibrock Brite students	\$60 per night
Other TCU departments	\$90 per night

KEY POLICY AND LOCK OUTS

One key and building access swipe card is given to each adult resident at move-in.

1. Monday through Friday, from 8:00 a.m. until 3:00 p.m. - Come to the Leibrock Village Office, Moore House #500, to borrow a key. The borrowed key must be returned to the Leibrock Village Office within 24 hours.
2. After office hours and on weekends call a Resident Assistant.
3. If unable to contact a Resident Assistant, call the Director of Leibrock Village, 817/467-7212 (home) or 817/988-7181 (cell).
4. The first after-hours lock out assist is free. Subsequent assists will result in a \$30 charge to the Villager's Student Account.

Lost keys and swipe cards must be reported to the Director of Brite Housing immediately as they compromise Village security. When a key is lost, the lock core and all keys for the compromised core must be replaced. Charge for replacement keys (\$100), cores (\$50 each) and swipe cards (\$10) will be billed to the Villager's Student Account.

One-bedroom apartments have one (1) lock core. Two-bedroom apartments have three (3) lock cores.

LAUNDRY FACILITIES

Leibrock Village provides convenient laundry facilities in each building for the use of Leibrock Villagers. No personal clothes washers and/or dryers may be used or stored in apartments in Leibrock Village. Violation of this rule will result in requiring the occupants of the apartment to vacate within 48 hours.

Villagers are responsible for assisting in the care and cleanliness of the laundry rooms. Although these facilities are cleaned once a week, your help is needed.

- Use the magnetic labels with your apartment number to indicate which washer(s) or dryer(s) you are using. The labels are located in the laundry room on your floor.
- Leaving laundry products in laundry rooms is not recommended.
- Allow 15 minutes before removing another's laundry from a machine. Do not put another's laundry in the dryer even as a courtesy, as some items are not dryer safe and may be ruined. If abandoned laundry is not identified by an apartment number on the machine and you need to start your laundry, set the items aside on one of the counters (after the given 15 minutes).
- Clean the lint filter before and after each use of a dryer.
- Clean up after yourself. Clean spills of detergent, liquid softeners, and bleach.
- Dispose of lint, fabric softener sheets, and empty detergent boxes and bottles in the trashcan provided.
- Watch your children. Children should not play in the laundry rooms.

LAUNDRY ROOM MAINTENANCE – If a problem with a **WASHER** or **DRYER** is experienced, call the Leibrock Village Office. Have the appliance number (the number located on each machine) available when you call. For refund of money lost in a machine, contact the Leibrock Village Office.

MAINTENANCE REQUESTS

Maintenance Requests, Monday through Friday from 8:00 a.m. until 3:00 p.m. - Call or e-mail the Leibrock Village Office at (817) 257-7338. Explain the problem or concern. Be specific. Include your name, apartment number, room in the apartment (i.e., Bedroom A or B, Bathroom A or B), and phone number. The request will be directed to the proper department for repair.

Routine maintenance after office hours and University holidays: For SIMPLE repairs or other non-emergency maintenance (such as a burned out light bulb or dripping faucet), follow the procedure above.

EMERGENCY MAINTENANCE after office hours and University holidays:

Emergency maintenance is defined as anything that may pose a threat to Villagers' health or safety and includes such things as broken water lines, backed-up drains with overflowing water, loss of water, power failure, broken window glass, no heat or air conditioning, lock malfunction, etc.

Call and/or page a Resident Assistant or the Director of Brite Housing IMMEDIATELY. If you are unsuccessful in reaching a Resident Assistant or the Director of Brite Housing, call Heating, Ventilation, and Air Conditioning (HVAC) at (817) 257-7956. This number is answered 24 hours every day. **After you have called HVAC to report the emergency, continue to try to contact a Resident Assistant or the Director of Brite Housing.**

LAUNDRY ROOM MAINTENANCE – If a problem with a **WASHER** or **DRYER** is experienced, call the Leibrock Village Office. Have the appliance number (the number located on each machine) available when you call. For refund of money lost in a machine, contact the Leibrock Village Office.

NO SMOKING POLICY

On August 1, 1998, all facilities at Brite Divinity School were designated “No Smoking” in accordance with City of Fort Worth Ordinance #13009. **This policy means that smoking is not allowed in any campus building, including the buildings of Leibrock Village.** Persons who desire to smoke may do so outside only. Non-compliance may result in eviction and forfeiture of the security deposit.

A Villager who chooses to smoke, **must dispose of butts in proper receptacles.** Do not leave cigarette and/or cigar butts or trash on the sidewalks, yard, or parking lots in the Village

OPEN DOOR AND GRIEVANCE POLICY

1. Administrators, faculty, and students are encouraged to resolve grievances informally, and as promptly as possible.
2. If not resolved informally, one or both parties may submit written grievances to the Director of Brite Housing within 30 days. One or both parties meet with the Director to discuss solutions.
3. Still unresolved issues may be appealed to the Associate Dean of Student Life at Brite.
4. If the issue is not then resolved, a request for further review with the President of Brite Divinity School may be submitted. A final decision will be made by the President or other appropriate Brite Divinity School official, and reported to all parties concerned.

Concerns related to violation of the Brite Divinity School's Equal Employment Opportunity and Harassment Policy, should be addressed through the complaint procedure set forth therein.

A student's standing at the Divinity School will not be adversely affected by his or her appropriate use of the Open Door and Grievance Policy.

PACKAGE DELIVERY

Leibrock Village Office will accept packages for Villagers from US Postal Service, UPS, Federal Express, etc. Villagers will be notified by voice mail message left on the apartment land line phone or by e-mail when a package arrives. Packages should be picked up during Village Office hours, Monday through Friday, 8:00 a.m. to 3:00 p.m.

PARKING

One parking space is designated for each bedroom in a Leibrock Village apartment. Extra parking spaces may be rented at \$30 per semester. Parking permit stickers are issued to all Villagers, to identify their assigned parking space. Do not park in a space assigned to another Villager. All permitted vehicles are registered with the TCU Police Department. A parking permit must be purchased at the TCU Police Department, to park elsewhere on the TCU campus.

A Villager who finds an unauthorized vehicle parked in his/her parking space should notify the Village Office. If the problem persists, the violator may be ticketed by Campus Police. Illegally parked, inoperable or unauthorized vehicles will be ticketed and possibly towed at the owner's expense.

Six parking spaces are designated for visitors. No one with a Leibrock Village parking sticker may park in a parking space designated **Visitor**.

PERSONAL ITEMS

Recycle bins, toys, furniture, strollers, and other items may not be left on walkways, in front of the stairs, or in the parking lot. These items will be discarded.

No personal barbeque grills, smokers, hibachis, washing machines, clothes dryers, etc. are to be stored or operated in the Village.

PEST CONTROL

Leibrock Village buildings are treated on the fourth Friday of each month for insects, mice, and other pests by Terminex. However, Villagers should report any evidence of pests to the Leibrock Village Office immediately. Individual apartments will be treated upon request of the Villager. To arrange for treatment, contact the Director of Brite Housing. An appointment will be scheduled with the Terminex representative.

Villagers Can Help With Pest Control

Evidence of insects and rodents may be a signal to change the way food and water are managed.

- Are food staples in tightly closed, impenetrable containers? Clean glass jars, canisters, and tin boxes are suitable for storing dry foods. Decorated kitchenware is not necessary.
- Are spills and crumbs cleaned up promptly? Is the kitchen floor swept daily? From an insect's eye view, a few crumbs are a feast.
- Is garbage accumulated in a plastic bag that is then closed with a twist tie to prevent pest-drawing odor during the day and taken to the dumpster each night?
- Refrigerate overripe fruits and vegetables.
- Are dirty dishes cleaned promptly or rinsed and put in the dishwasher?
- Are little reservoirs of liquid available? The most unexpected watering holes attract insects. Cover not-quite-empty soft drink bottles. Empty water in plant saucers.

Useful "DON'T" Guidelines

- **Don't** use contact paper. As the glue attracts insect pests, using contact paper on shelves and in cabinets is not permitted in Leibrock Village. Non-adhesive shelf-liners are available and are easy to install and clean.
- **Don't** save paper bags. They are frequently infested, and can be harborage for roaches.
- **Don't** buy beverage cartons with spilled syrup or malt. The spill could contain roach eggs.
- **Don't** buy used furniture unless each piece is inspected carefully. That mellowed dresser or bed could be home to unwanted pests.
- **Don't** place food or trash outside apartment doorways or in hallways.

PET POLICY

No pets including hamsters, mice, birds, guinea pigs, turtles, frogs, snakes, dogs, cats, etc., are allowed in Leibrock Village. This includes visiting pets. Fish will be permitted, provided the aquarium size is limited to 20 gallons or less. A daily fine of \$25, per pet and for aquariums in excess of 20 gallons, will be assessed for all violations.

If a pet has been in the apartment at any time during a Villager's term of occupancy (with or without his/her consent), the Villager will be charged for de-fleaing, deodorizing, and/or shampooing the apartment, to protect future Villagers from possible health hazards.

Do not feed stray animals. A \$25 daily fine per animal will be assessed for policy violation.

POSTAL SERVICE

U.S. mail is delivered and picked up at post boxes located in front of Moore House. Post boxes are assigned by apartment. Individual post box keys are issued to Villagers when they move into Leibrock Village. Lost keys should be reported to the Director of Brite Housing. Replacement keys will be issued and the charge (\$10) will be billed to the student's account.

The Trinity River Station, located at 4450 Oak Park Lane, (817-275-8777) is the post office for Leibrock Village.

QUIET HOURS

During quiet hours, all sound must be contained at a reasonable level within the Villager's apartment so it does not interfere with neighbors.

- Saturday - Thursday, 10 p.m. to 9 a.m.
- Friday night - from 1 a.m. through 9 a.m. Saturday.
- On special occasions Villagers may put off quiet hours for a specific period of time with the agreement of occupants of apartments above, below and to the sides of their apartment.

In consideration for Villagers preparing for mid-term and final examinations, quiet hours will be enforced 24 hours a day during these times. Please do not schedule outdoor activities in the Village at these times as the sound carries into the buildings. Although you may be finished with studying and exams, perhaps your neighbors are not!

WHAT TO DO IF YOU FEEL YOUR NEIGHBOR IS NOT IN COMPLIANCE:

1. First Offense: Neighbor to neighbor discussion. Be considerate.
2. Second Offense: Call a Resident Assistant and give an accurate account of the noise.
3. Third Offense: Put your concern in writing, detailing the time and nature of the disturbance and give it to the Director of Brite Housing to schedule mediation with all parties. Parties will sign a contract agreement particular to the needs of those involved.

SECURITY

Those who are authorized, have a swipe card that permits access to Village buildings. Building security is compromised when you allow entrance to someone you don't know.

- Do not allow entrance to anyone who is not coming to visit you, especially solicitors.
- Do not prop doors open.
- Report strangers in the buildings or loitering on the grounds to the Village Office or to a Resident Assistant. When neither of these options is available, call TCU Police (x7777).

Be aware of your safety and the safety of your neighbors.

SEVERE WEATHER AND TORNADOS

A lightning prediction system is installed on the roof of Moore House, as well as other locations on the TCU campus. When conditions for a lightning strike exist, the system will give a 15-second blast on the horn cluster. After the potential for a lightning strike has passed, the system will activate the horns for an all-clear signal -- three short blasts.. Since most outside activities end by midnight, the lightning prediction system is inactive between 12:00 am and 6:00 am.

General Guidelines for severe weather and tornados:

- Remain calm.
- Avoid large, open areas when possible.
- Go to the lowest level interior hallway or bathroom in the building if possible.

In case of flash flooding that might occur from time to time, residents are urged to move automobiles to higher safe areas away from storm drains and when instructed by Brite Housing staff to remove as many items from floor areas as possible as a precaution.

SOLICITATION POLICY

Solicitation by non-Villagers is prohibited and should be reported to the office or to a Resident Assistant when the office is closed. Do not let strangers into the Leibrock buildings.

Door to door solicitation by Villagers is discouraged. A list of those who welcome solicitation is available in the office. Do not approach Villagers who have not chosen to put their names on the list.

VISITORS

No student, his or her spouse, family member or visiting guest shall reside or visit a resident at

Leibrock Village who is required to register or report to a local law enforcement authority as provided in Chapter 62, Texas Code of Criminal Procedure, or as amended; or who in the sole judgment of the Brite Divinity School president, the dean, or their designate, or the Director of Brite Housing, may constitute a threat to the safety or health of Brite Divinity School students, individuals who reside at or visit Leibrock Village, or the university community.

The president, or the dean of Brite Divinity School, or their designate, or the Director of Brite Housing may in their sole discretion and judgment, deny residency at Leibrock Village to a student, his or her spouse, family member or visiting guest who is a convicted felon under the laws of the state of Texas or any other state; or has been convicted of a crime of moral turpitude in Texas or any other state.

Notify the Village office if a visitor is expected to be in the Village for longer than one week. Visitors must park in the designated **Visitor** parking spaces. Individual Villagers are responsible for all violations of Brite Housing policies by their guests.

The Guest Apartment, apartment 502 in Moore House, may be reserved for \$50 per night, by Leibrock Village residents. (See **Guest Apartment**, page 11, for more details.)

WALLS

Use wall hanging devices that are driven into the walls at a slant. Other approved wall hanging devices are "Wall Grab" anchors, and wall putty. Do not use Scotch tape, sticky hooks, masking tape, cement, cork squares, decals or bumper stickers as these items cannot be removed without damaging the walls. Contact paper, corkboard, upholstery fabric, or wallpaper may not be used on walls, shelves, or in cabinets. Mounted hardware for shelves and window treatments must remain.

Do not paint the walls. No structural changes may be made.

WEAPONS OR DANGEROUS DEVICES

Use, storage, or possession of weapons or dangerous devices is prohibited on Brite and TCU property (Brite Student Handbook 3.9). Violation of this code may result in immediate expulsion in addition to the filing of criminal charges. Items include, but are not limited to, firearms, ammunition, martial arts devices, slingshots, air powered guns, blowguns, or fireworks.

It is a Third Degree Felony to have or to carry a handgun on Brite property, even if you have a concealed handgun permit.