



COVENANT COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Residence Hall Manual

2018-19

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Welcome!

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

The mission of Residence Life is to cultivate relationships, learning, and discipleship through hall communities that are safe and well-maintained.

Residence Life Staff

Resident Directors (RDs)

Resident Directors are full-time professionals whose responsibility is the overall administration of the residence halls and supervision of Resident Assistants. They develop and maintain a community that is safe and conducive to learning and consistent with Christian values for on-campus residents.

Daniel Mouw, Carter Hall
Isaiah Barnfield, Founders Hall

Andrea Lopez, Maclellan & Rymer Hall
Hannah Bloomquist, Andreas Hall & Student Apartments

EMERGENCY RD NUMBER (706) 419-1176

Resident Assistants

Resident Assistants (RAs) are student leaders who provide opportunities and experiences for the residents of Covenant College to engage in biblical community. RAs promote a safe and supportive environment by upholding Covenant College’s standards of conduct and planning activities that support the mission of Residence Life.

| | |
|---|--|
| <p><i>Carter Hall</i></p> <ul style="list-style-type: none"> 2nd Central – Aaron Innes 2nd South – Dustin Hayes Ghetto – Blake Thomas 3rd North- Emily Highsmith 3rd Central – Leah Buys 3rd South – Ashlyn Franks 4th North – Anne Miller 4th Central – Meredith Lee 4th South – Maggie Chiang Summit - TJ Barringer Borderlands – Andrew Dillion | <p><i>Founders Hall</i></p> <ul style="list-style-type: none"> Catacombs – Drake Cabe 1st Belz – Joseph Comer Brethren – Nathan Bierema Ekklesia – Joseph Welsh Blackwatch – Marcus Dorsey Jungle – Melanie Di Mauro Balcony – Gabby Logan Jubilee – Libby Scott Highlands – Mary Grace Donaldson Gracewell – Glory Blankenship |
| <p><i>Maclellan/Rymer Hall</i></p> <ul style="list-style-type: none"> Sutherland – Judah Hoobler The Five Points – Nathan Albers Suburbs – Michael Hoffman Lawrence – Caleb Keitt Rowan – Bethany Sikkink Harambe! – Anna Danek Halcyon – Esther Pruitt Chi Alpha – Sydney Newton | <p><i>Andreas Hall</i></p> <ul style="list-style-type: none"> Bloodfield – Joshua Van Meerbeke Ithaca – Schaeffer Caston Ruhama – Lana Hill Kallah – Madyson Gibbins Imani – Caroline Reeves The Fritz – Natalie Northcutt <p><i>Student Apartments</i></p> <ul style="list-style-type: none"> Shelby Doctor |

Room Specific Policies

To receive an on-campus room assignment, students must be between the ages of 17-25, enrolled in a minimum of 12 credit hours per semester, and actively pursuing a degree. Student Development reserves the right to assign rooms and roommates, reassign students who are without roommates, overload rooms (when the need arises), and terminate room contracts when necessary. Room fees are based on maximum room capacity.

Room Contracts

At the beginning of the semester of residency, students must sign a room contract with the college. This contract is an agreement between the student and Covenant College for the duration of the academic year explaining for what each party is responsible. Students accept these responsibilities upon signing the contract. Students may not sublease their room. An example of the contract is reprinted at the end of this manual for reference.

Housing Sign-up Process & Policies

For more information about the Housing Sign-up Process, view the [Housing Sign-up Process PDF](#).

Room Changes

Changing rooms and/or roommates during the academic year is not permitted. However, in the event that circumstances indicate the need for a change and when all other prescribed paths for reconciliation have been exhausted, students must secure permission and final approval from the Resident Director and the Associate Dean of Students for Residence Life before a new room or roommate assignment is effective.

Combining Rooms (Sleep/Study Set-Up)

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

Room Availability During Breaks

The residence halls will be open for occupancy when the College is in session and over Fall, Thanksgiving, Spring and Easter Breaks. Remember during these break times there is limited or no meal service on campus. Students may be asked to stay in other rooms on campus. Students may not stay in the residence halls during Christmas and Summer Breaks.

Keys & Security

Each student will receive and sign for a key upon arrival in the residence hall. If a key is lost or broken, the replacement fee is \$25. Room keys belong to Covenant College and may be recalled at any time. Keys are not to be duplicated. **Covenant College strongly encourages residents to keep their rooms locked at all times and purchase renter's insurance for the duration of their stay in the residence hall.**

Early Arrivals & Late Departures

Students must follow the stated times for move-in and move-out days at the beginning and end of each semester. If students are not staying on campus during these extra days, they may not keep their belongings in their room. Students who move in earlier or leave later than the stated dates will be charged \$100/day.

Returning students must wait until the residence halls have been opened for all students (even if their sibling is a new student). Department supervisors for students needing to arrive early to work for the college must submit an early arrival request to Conference and Event Services and must receive permission from the Associate Dean of Students, Residence Life.

Care & Safety of Residence Hall Rooms

Wall Decorations

Students should use caution when using fasteners to hang decorations or other items on the residence hall walls, and must abide by the approved and unapproved fasteners listed below:

| Approved Fasteners | Unapproved Fasteners |
|---|--|
| <ul style="list-style-type: none">- 3M Removable Command Strips (approved in Carter/Founders/Mac only)- Small thumbtacks, max. 30 (approved in Andreas/Founders only)- Sticky Tac- Spring tension curtain rods | <ul style="list-style-type: none">- 3M Removable Command Strips (unapproved in Andreas only)- Nails and Screws- Thumbtacks (unapproved in Carter/Mac only)- Duct tape |

Room Inspections

Covenant College reserves the right to have authorized college personnel enter any student's housing area for the purpose of inspection, maintenance and/or repairs, health and safety, and/or violations of college rules and regulations. Resident Assistants will conduct safety inspections several times during the academic year.

Furniture

All college furniture in a room at time of check-in must stay in the room for the year (the only exception is for approved sleep/study rooms). All mattresses at Covenant are extra long twin (38" x 80"). College beds cannot be lofted or triple-bunked. College furniture must not be removed from individual rooms or common spaces.

Appliances

Electric stoves, George Foreman-type grills, Halogen lamps, toaster ovens, toasters, air conditioners, space heaters, hot plates, and other open-coiled appliances are not permitted in residence hall rooms. Each room may have one small microwave and one refrigerator that does not exceed 5 cubic feet in capacity, with an electrical rating of 120 volts and no more than 2.0 amps when in operation. Small appliances with fully enclosed heating elements that are UL approved, such as coffee makers, irons, and small microwaves (1,000 watts or less) are permitted.

Cleanliness

Students are responsible for the cleanliness of their own room, from the outside of the door to the outside of the window. Each room should allow safe and unobstructed passage to the door or external windows at all times. Each resident is required to participate in campus-wide Cleaning Day (usually required to be completed by 4pm on the Saturday prior to final exams). Cleaning expectations for Cleaning Day are communicated by the Residence Life Staff and fines are given for dissatisfactory cleaning.

Damage & Repair

Students are responsible for the condition of their rooms from the outside of the door to the outside of the window. Students must complete a Room Condition Report with their roommates when they check-in. Students are held responsible for any action which intentionally or unintentionally results in damage to the buildings, grounds, or college-owned furnishings. If an individual assumes responsibility, he/she will be charged the total cost of repairs. Damages for which the responsible person cannot be determined may be billed in the following ways: 1) damages within a specific room may be divided equally and billed to all members of that room, 2) damages within a specific hall, floor, or building may be divided equally and billed to all members of that hall, floor, or building.

If an item is damaged, students must complete the online [Maintenance Request Form](#) to request repair or removal assistance from the Facilities Department. Students must complete the Maintenance Request Form as soon as the damage is discovered.

Insurance

Covenant College does not provide insurance to cover losses from vandalism, theft, weather, maintenance issues, or any other damage to your personal property, nor is the college liable for any of the above damages. If you desire insurance to cover personal property, we suggest you check to see if you are covered under your family's existing home insurance or contact an insurance company such as [Worth Ave. Group](#).

Building Specific Policies and Information

Visitation & Overnight Guests

All visitors are under the same residence hall regulations and campus expectations as current students. Student hosts are responsible for the actions of their guests. Any visitor who fails to comply with regulations will be asked to leave campus. Family members of the opposite sex may visit the hall of their family member only if approved by the RD and accompanied by their student host.

Overnight guests must be approved by the RD and by all roommates of the student host. Student hosts must complete the Overnight Guest Form for RD approval. Overnight guests must stay on a hall of their same sex and cannot stay more than three consecutive nights twice a month.

Open Hall Hours

Students and off-campus guests may visit halls of the opposite sex on Fridays from 6-11pm, Saturdays from 4-11pm, and Sundays from 1-5pm. If students have a guest of the opposite sex in their room, the door to the room must be open 90° or more and there must be at least one unobstructed light on (other than the light from the TV).

Students should not wait for an RA to ask them to leave, but should take responsibility to be out on time. Anyone who creates an uncomfortable environment may be confronted by any member of the community. Residence Life staff members reserve the right to require members of the opposite sex to leave the hall or common areas. Please be courteous and respect the privacy of any resident who does not wish to participate in open hall hours. As a resident, communicate your privacy expectations with roommates and/or hall mates.

Quiet Hours

Residence halls are designed for sleep/rest, study, and socializing (listed in order of decreasing priority). Students are expected to keep the noise of their relaxation or entertainment within the confines of their own room at all times. Additional quiet hours may be mandated by Residence Hall staff. The following times have been designated as Quiet Hours for all residence halls: 11:00pm-9:00am, seven days/week. 23-hour Quiet Hours will be in effect during exams. See Student Handbook.

Student Hours

Students are encouraged to be in their residence hall by 12am (Sunday through Thursday) or by 1am (Friday and Saturday). Covenant does not have a check-in/check-out policy, so students are encouraged to leave contact and travel information with a friend. We want all students to make sure that someone back on campus is aware of their plans when they are leaving campus for an extended period of time.

Building Lobbies, Hall Commons, & Hallways

State fire codes require that hallways be kept clean and clear so that the buildings can be evacuated quickly in the case of an emergency. Students may not leave any belongings in the building lobbies, hall commons, or hallways. Dishes and food left in common area kitchens overnight will be discarded each morning. College furniture is not to be taken out of public areas.

Fire Safety Regulations

Keep hallways clean and clear to facilitate evacuation in case of emergency. Leave belongings in lobbies, common rooms or hallways. Personal items left in common spaces or hallways will be confiscated by Facilities Services and kept in the RD office for two weeks. During this time period, students can pick up the confiscated item for a \$10 fee. After this time period, items will be donated or discarded.

Housekeeping Services

Vacuums are available in each residence hall for student use, and toilet paper is available from Facilities Services. Students are responsible for providing the remainder of their cleaning supplies. Hallways, common areas, and public bathrooms are cleaned by Facilities Services on a regular basis during the week. Trash must be placed in the trash cans in the commons or cleaning closets on each floor.

Laundry: Washers and dryers are available for student use. Belongings left unattended in the laundry room for more than a few hours may be removed and confiscated by the college.

Storage

Students can access storage by contacting an RA on duty on Monday-Thursday between 7-10pm. Students who live less than 300 miles away from the school can store two bins and one personal item in storage during the year and over the summer. Students who live more than 300 miles away from the school can store three bins and one personal item in storage during the year and over the summer. Only current students who are returning for the next semester can store items in storage during Christmas or summer break. Storage areas are locked, but we accept no responsibility or liability for items left in storage (see [insurance section](#)). Unclaimed or non-labeled bins or items left on campus and items left by students who no longer reside on campus are considered to be discarded by the student; discarded items will be donated or discarded.

| Acceptable Bins | Acceptable Personal Items | Unacceptable Personal Items |
|---|---|--|
| <ul style="list-style-type: none"> - Plastic Storage Bins - Suitcase - Cardboard box - Plastic Drawer | <ul style="list-style-type: none"> - Mini Fridge - Lamp - Rug - Microwave | <ul style="list-style-type: none"> - Furniture - Trash bag - Suitcase - Extra box or bin |
| *Residence Life Staff reserves the right to deny bins or items based on space availability. | | |

| Storage Locations | |
|--------------------|---|
| Carter Hall | 6th floor |
| Founders Hall | Women: 4th floor Men: 2nd floor |
| Mac/Rymer Hall | Basement (accessible from southern stairwell) |
| Andreas/Apartments | 4th floor Andreas |

Prohibited Items & Actions

The following items and actions are prohibited. College staff reserve the right to remove prohibited items and put an end to prohibited actions. College staff also reserve the right to deem any unlisted item or action to be inappropriate or objectionable.

Prohibited Items

- Alcoholic beverage containers—empty, full, or partially full
- Media (e.g. objects, posters, signs, photos, flags, items of clothing, etc.)
 - which depict, promote, or advertise tobacco, alcohol, or drugs
 - that is, or borders on being, pornographic or obscene.
 - that is, or borders on being, offensive to others (e.g., the Confederate flag, swastika)
- Government/municipal signs or equipment
- Flags, posters, banners, etc. hung from the exterior of the residence halls
- Electric stoves, George Foreman-type grills, Halogen lamps, toaster ovens, toasters, air conditioners, space heaters, hot plates, and other open-coiled appliances
- Candles, incense, flame-producing instruments (e.g., matches, lighters, hurricane lamps, etc.)
- Flammable material (e.g., gasoline, kerosene, camping stove fuel, etc.), including fireworks or explosives
- Live Christmas trees & Non-LED Christmas lights
- Weapons (e.g., knives, swords, martial arts items, etc.) & Firearms (e.g., BB /air/pellet guns, paintball guns, etc.)
- Extension cords that are longer than six feet and less than 16 gauge wire
- Electric skateboards, self balancing boards, hoverboards or other similar devices
- Fridges greater than five cubic feet & microwaves that are more than 900 watts
- Pets or animals other than fish in a 10 gallon or less tank

Prohibited Actions

- Tampering with fire alarms, fire extinguishers, smoke detectors, locks, elevators, voice mail systems, telephones, or other safety equipment provided for the protection of the Covenant College community
- Tampering with or removing college property (furniture, garbage cans, electronics, etc.) from its designated space.
- Hazing or initiations of any kind (see Student Handbook, p. 13)
- Public nudity (see Student Handbook p. 13-14)
- Outdoor sports inside residence halls (e.g., kicking a soccer ball, throwing a football, riding bikes, scooters or rollerblades, etc.)
- Rappelling in or on any college building
- Removing window stops, climbing through windows, throwing anything out of a window, or forcing windows open
- Water fights in or near campus buildings with people who have not agreed to participate
- Portraying people of any sex, race, or culture in a derogatory way
- Cross-dressing
- Accessing roofs of any campus building
- Storing items above ceiling tiles
- Running electrical cords under rugs
- Trespassing on any construction, municipal, or fenced-off property, including trespassing on Moody Bible Radio property (students found engaging in illegal activity will be turned over to civil authorities for prosecution)
- Any unspecified activities that cause disturbance in the residence halls
- Failing to comply with the directives of duly authorized college employees acting in the scope of their authority

Pranks

If any individual – student, staff, or faculty – catches a prank in progress and asks for the prank to stop, the participants of the prank must comply immediately. The participants of any prank will be held responsible for resolving all negative repercussions of their actions, including, but not limited to, unintentional and unforeseen damage of property. Originators are also responsible to clean and restore campus environments to their original state after pranks. All pranks must comply with the following policies:

- Pranks cannot be harmful or dishonoring to people or property.
- Pranks cannot violate any college policies.
- Pranks cannot include animals, dead or alive.
- Pranks cannot include bodily fluids or solids.

Campus Policies & Services

Safety and Security and ScotsCard

ScotsCard ID access is available in each residence hall. Please see the [Office of Safety and Security](#) to obtain a ScotsCard. Students are expected to have a ScotsCard at all times and will not be granted access to Residence Halls without their ScotsCard or a hosting resident. ScotsCards cannot be used by anyone but their owner. Students are liable for any transactions or access from their ScotsCard.

Health and Counseling Services

The [Priesthill Center](#) is directed and staffed by a nurse practitioner and a part-time registered nurse, with clinic hours Monday through Friday, as posted. The NP and RN are available to take care of general health problems, and can consult and refer students to area physicians or specialists as needed. Students are expected to purchase their own prescriptions, aspirin, and similar medicine cabinet needs. Allergy shots, T. B. tests, and shots necessary for trips abroad can be administered by the nurse. Also, available at the Priesthill Center is Counseling Services that provides free, confidential counseling to students which includes personal counseling, premarital, marital and family counseling.

Early Withdrawal

Students who withdraw during the semester must obtain the proper forms from the Records Office. Also, you must comply with the cleaning deadline inspections as defined in the check-out procedures. For more information, contact the Records Office.

Bicycles, Motorcycles, and Cars

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

Hammocks

Students may use their own personal hammocks around campus, as long as they are tied with rope or other material that will not damage the tree and be not more than five feet off the ground. Hammocks should be hung on trees with trunks 8 inches in diameter or greater. Hammocks must be removed when they are not in use, or they will be confiscated by the Grounds Department.

Emergencies

ScotsAlert

Each student is encouraged to register for the ScotsAlert emergency notification system. This free service (standard messaging rates do apply) sends messages to members of the Covenant community in the event of campus hazards or emergencies that impact college operations and/or safety. [Click here](#) to learn more or to manage messaging options.

Severe Weather (Tornado)

When a TORNADO WATCH is issued, students/residents should be prepared to move to a pre-selected area of safety on the ground floor or basement. Please see tornado emergency procedure signs posted in your residence hall room for specific locations.

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

Fire Safety Protocol

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

| If the alarm is in: | Go to: |
|--|---------------------|
| Residence Halls and all other Campus Buildings | Chapel Auditorium |
| Chapel | Great Hall (Carter) |

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

In case of fire alarm, Covenant College safety officers, members of the West Brow Fire Department and the Residence Hall staff are in authority and must be listened to and obeyed. Refusal to evacuate the building or cooperate with the authorities listed above is considered a serious disciplinary violation and could result in a \$500 fine. Note: Students will be charged a \$500 fine for all fire alarms that are set off, whether they are intentional or accidental.

Medical Emergencies

For any emergency medical situation, please contact the Director of Health Services or the RA or RD on duty. Do not hesitate to call for emergency help through 911 (no need to dial 9 first) if it is needed. If you need to go to a regularly scheduled appointment at the hospital or doctor, it is your responsibility to find your own ride. If you are not able to secure transportation in an emergency, you may call a residential life staff member for assistance in finding a ride.

Reporting Procedure

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

Student Apartments Appendix

Covenant College tries to assist students with their personal growth and community responsibilities. The Student Apartments were created to help students in the areas of independence, responsibility, and godly living. Living here offers a setting for you to develop and grow in these things on campus and in the broader community.

As a resident of the Student Apartments, you have been given a privilege that generally only older students receive. The college reserves the right to remove the privilege of living in the Student Apartments from students who are in violation of campus policies.

****This appendix is not in any way comprehensive, but includes some helpful distinctions for apartment residents. Students are still required to read, and will be held responsible for, the information in the Residence Hall Manual.***

YOUR RD & RA

Hannah Bloomquist, the Resident Director, is a full-time staff member, hired by the college to serve the apartment residents by providing supervision and leadership to develop and maintain a Christian educational community. Shelby Doctor, the RA (Apt. 11), has also been chosen by Student Development to serve the residents of the apartments. The RA has been given authority by the college to enforce college policy, and is ready to assist you in any way possible.

Standards of Conduct

Apartment residents are living in college-provided housing and are full-time students at the college. Thus, you are expected to abide by the Standards of Conduct that the college enforces. This includes observing the “open hall” policies, other college and campus rules (parking, etc.), and the prohibition of tobacco, alcohol, or other drug possession or use, on or off campus. Details about these expectations can be found in the Student Handbook, available on the Covenant College website.

“OPEN HALL” HOURS

1. “Open hall” hours (having visitors of opposite gender in the apartments) are to take place in the **living room and kitchen areas of the apartment only, not in the bedrooms.**
2. **Open hall hours: M-TR 12:00 p.m. to 9 pm., F-Sun 12:00 p.m. to 12:00 a.m.**
3. *Blinds must be open* if a member of the opposite sex is present.
4. Any violation of the policies as stated here will result in disciplinary action, possibly including, but not limited to, loss of visitation privileges, loss of apartment residency privileges, or immediate dismissal from the College.

OVERNIGHT GUESTS IN YOUR APARTMENT

Invited guests of the same gender (ages 10-25) as the resident may stay overnight in the apartments when space is available and you must fill out the [online overnight guest form](#) (Sent to you via email from your RA in the beginning of the semester). A guest may stay a maximum of four consecutive nights once a month.

Guests are under the same regulations as residents. Their hosts are responsible for their actions. A guest failing to comply with regulations will be asked to leave campus.

LAUNDRY FACILITIES

Washers and dryers are available for apartment students' use. These are located in the laundry building behind apartment #16. If you encounter any service problems with these machines, please put a work order in and notify your Resident Assistant. Please do not prop the laundry room door open for your own convenience or for others' access. The laundry house is available for use by the apartment residents only.

DECORATING YOUR APARTMENT

1. Furniture is not to be dismantled or moved into or out of any apartment. All furniture must remain in the original apartment unless given permission by the Resident Director.
2. Sticky tack, or tacks should be used for hanging anything from the walls in the apartments. If you use nails, you run the risk of receiving a room damage fine.
3. Lamps that use halogen bulbs are not permitted in any college-owned housing, including the Student Apartments. Only Christmas lights with LED lights are allowed. Lighting Candles is not permitted.
4. Window screens must remain latched and in place as a matter of safety, security and maintenance.
5. The porch area is to only have “outdoor” furniture and to be kept free from clutter and trash.
6. Media, posters, flags, etc... that is or borders on being pornographic, obscene, or offensive is prohibited.

BICYCLES, MOTORCYCLES & CARS

All apartment residents are permitted to have bikes, motorcycles, or cars on campus. Bicycles may be stored in your apartment, or on your porch. They may not be left in the laundry room. They may not be parked on the grass. Cars must be registered, and parked in the parking areas designated for the type of parking pass you have purchased. You are responsible for all tickets on your vehicle, whether or not you were the one driving it at the time it was ticketed. Please refer to the Parking Regulations Handbook for additional information.

STORAGE

Student Apartment Storage is located on the 4th floor of Andreas. Storage Access hours are Mon-Thur 7-10pm. Storing items in the crawl space under the apartments is prohibited.

CLEANING

Students are responsible for cleaning their apartments. Vacuums can usually be found in the laundry room. All apartment residents must participate in the end-of-the-semester cleaning day.

APARTMENT WORK REQUESTS

Requests for work to be done in the areas of building maintenance, housekeeping, or grounds may be made by completing an electronic work request form for Facilities Management. Each resident has access to fill out a [work request](#). If you encounter any problems or delays please notify your RA via email.

PERSONAL SAFETY GUIDELINES

AROUND CAMPUS

- Run, walk or exercise with someone you know.
- Stay away from isolated areas and poorly lit areas at night.
- Never walk alone at night to the apartments from main campus. Call one of your roommates, an apartment staff member, or the campus safety team 423.593.1403 for a ride.

IN YOUR APARTMENT

- Keep the door locked when you're alone, going to bed and when you leave.

REPORTING PROCEDURE

- In any life threatening or serious medical emergency, call 911 and then notify college staff members.
- Let Facilities Management and Student Development offices know about any crime or security violations.
- Report suspicious persons or activities to a security officer, RA, or RD, or fill out the [“See something say something” form](#) located on the Covenant Website.

FIRE PROCEDURES

It is necessary for all students to read and become familiar with the posted rules. If a smoke alarm sounds in your apartment, first alert any other residents in the apartment and then leave the apartment immediately. Go to the adjoining unit to notify residents to evacuate and obtain their assistance in notifying 1) the fire department and 2) the RA. When you leave your apartment, please gather in the parking lot, near the dumpster.

Students should stay off the roads and remain in the designated spot until they receive instructions from a fire department member or members of the residence hall staff. Refusal to evacuate the building or cooperate with the authorities listed above is considered a serious disciplinary violation.

*The college reserves the right to have authorized college personnel enter a student's apartment for the purpose of inspection, maintenance and/or repairs, health and safety, and/or violations of college rules and regulations. Apartments may be inspected during breaks for maintenance and safety.

