

THE COURTYARD POLICY

The Courtyard is a non-profit co-ed Christian (i.e., a really big house with lots of rooms) owned and operated by Relevance. The House is located at 25th & Harrison Streets., just blocks from the Oregon State University, and is within easy walking distance of all the University and shopping.

The purpose of the Courtyard is to provide an encouraging and economical living situation where Christian collegiate men and women can be built up in their relationships with Jesus Christ and with one another. Relevance and Corvallis ministries have locked arms to provide discipleship and service opportunities in the Corvallis area. Toward this end, the Courtyard aims at establishing an atmosphere of Christian fellowship and spiritual growth so that the scholastic, intellectual, cultural, social, and athletic aspects of living may be pursued in ways honoring to the Lord.

Connection to Relevance

Relevance is a 501(c)(3) charitable ministry whose vision is to: **“To produce, promote, distribute, and exhibit the Relevance of God, the Father, the Son, and the Holy Spirit, in all forms of art, music, and communication, to all peoples, through all methods.”** Although not associated with any one denomination, its mission is to work in collaboration with all churches to reach people for Jesus Christ. The Courtyard is a means to achieve that vision in two specific ways. (A) through providing an environment for Christian students to sharpen their spiritual persons through discipleship and serving in the community and (B) by providing public teaching and activities that welcome the community in to see the relevance of Jesus Christ through courses like Alpha, Quest, and coffeehouse type programs.

The Courtyard is a ministry of Relevance. It is expected of every resident to be involved on a consistent basis in ministry/community service (minimum 10 hours per term) with one of the community ministries or another outreach program. Regular attendance to a local church body on the weekend and being involved in a discipleship program are strongly encouraged for fellowship and accountability.

What Is Required For Living at The Courtyard?

There are three basic requirements for living at the Courtyard:

One must be a collegiate student (either in college or working toward college)

One must know Jesus Christ as their Savior, and be seeking to grow in his walk with Him.

One must be in full agreement with the Courtyard Commitment (See the following section)

COURTYARD POLICIES

What is the Courtyard Commitment?

The Courtyard Commitment is the basic commitment for residency in the Courtyard. Its aim is to provide a foundation for the House which will serve to benefit every resident in their walk with the Lord. The Courtyard Commitment reads as follows:

As a resident of the Courtyard, I am committing myself to God and to the other residents and guests of the Courtyard to do the following:

I will protect the unity of the Courtyard

-By acting in love toward others**
-By refusing to gossip, grumble, or argue**
-By following those in leadership**
-By submitting to the Courtyard Policy**

Romans 15:5 *May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus.*

1 Peter 1:22 *Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart.*

Ephesians 4:29 *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

Philippians 2:14 *Do everything without complaining or arguing,*

Hebrews 13:17 *Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.*

I will share in the responsibilities of the Courtyard

-By praying for its health and growth**
-By faithfully fulfilling my responsibilities in the House**
-By warmly welcoming those who visit**

1 Thess. 1:2 *We always thank God for all of you, mentioning you in our prayers.*

Romans 15:7 *Accept one another, then, just as Christ accepted you, in order to bring praise to God.*

Colossians 4: 5-6 *Be wise in the way you act toward outsiders; make the most of every opportunity. Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.*

I will serve in the ministry of the Courtyard

-By seeking to develop a servant's heart**
-By using my time, gifts and talents to minister to others**
-By taking the initiative to minister to others**

1 Peter 4:10 *Each one should use whatever gift he has received to serve others faithfully*

COURTYARD POLICIES

administering God's grace in its various forms.

Ephesians 4: 11-12 *It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers,¹² to prepare God's people for works of service, so that the body of Christ may be built up*

Philippians 2: 3-4 *Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interest of others.*

I will support the testimony of the Courtyard

.....By living godly before the Lord

.....By seeking to share my faith in Jesus Christ with others

.....By faithful involvement in a local church body

Hebrews 10:25 *Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – all the more as you see the Day approaching.*

Philippians 1:27 *Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in one spirit, contending as one man for the faith of the gospel*

Mark 1:35 *Very early in the morning, while it was still dark, Jesus got up, left the house and went off to a solitary place, where he prayed.*

How Does One Become a Resident of the Courtyard?

Becoming a resident at the Courtyard involves the following:

One must first apply for residency in the Courtyard by filling out and returning a Courtyard Resident Application form. Applications can be obtained at www.CourtyardLife.org by request from the Relevance office at 3440 NW Covey, Corvallis, OR 97330 or the Courtyard 2435 NW Harrison Blvd., Corvallis, OR 97330 or by phoning 541.602.2435. Applications should be returned to 3440 NW Covey, Corvallis, OR 97330.

Applications are reviewed and two interviews are arranged with the applicant. The interview will be conducted by the Courtyard Director, house members and directors of Relevance. These interviews may be conducted by phone and/or (preferably) in person. The aim of the interviews is to get better acquainted with the applicant and to allow them to get better acquainted with the House. If possible, a time is scheduled for the applicant to come and visit the House and the OSU campus community in person.

A decision is made concerning the applicant within a week after the interviews, unless a follow-up interview is requested.

If the applicant is accepted into the Courtyard, and he/she chooses to accept the invitation to live there, a Courtyard Contract will be sent to them. The Courtyard Contract should be read over carefully, signed, and returned to the Courtyard or Relevance. Any questions regarding the contract may be addressed to the Courtyard Director.

COURTYARD POLICIES

Upon the return of the signed Courtyard Contract, along with the deposit, the applicant's residency is confirmed in the Courtyard for the specified dates of their lease (as stated on their Courtyard Contract).

Some Specifics About The Layout of the House

The Courtyard is a large, two-story house located just blocks from Oregon State University, in the heart of the campus community.

Resident floors consist of the entire second floor with three stairways to the main floor. The second floor consists of 4 apartments with bathrooms and kitchens, 6 ensuite (with bathroom) rooms 4 rooms with dedicated private baths down the hall, and large men's and women's restroom facilities across from a TV lounge area. Each room has wonderful sunlight streaming in from the street side or the courtyard side. The resident floor is intended for the use of residents only. The exceptions to this policy can be found in the section on "Courtyard Visitors and Guests."

There is an adequate amount of closet or hanger space in each room, in addition to a twin bunkable bed(s), desk(s), and chair(s). Linens are the responsibility of each resident. Rooms/apartments are co-ed by neighbor. In the case of rooms that utilize bathroom facilities down the hall, only the same sex share bathroom facilities.

Along with windows out toward the street, the main floor has windows facing in to a central courtyard (hence the name Courtyard) available for BBQ, socials, quiet time and reflection by the fountain. There are two kitchens on the main floor. The large kitchen and dining room are adjacent to each other. They are intended for the preparation and eating of meals, and are large enough to accommodate 229 people. A bedroom with bath equipped for handicap needs is on the main floor.

The two living rooms, parlor room and library areas are intended for the use of both residents and guests. They are nicely furnished, and are accented by a fireplace, and lots of windows.

The main floor also has a smaller kitchen which provides an area for snacks, coffee, tea, and hospitality. A laundry room, men's and women's restrooms, two boiler rooms, and office complete the space. The laundry room contains free-for-resident washing machines and dryers.

There is lockable bicycle parking and a 45 car parking lot at the rear of the Courtyard (permits are available on a fee and first come basis), and a nicely landscaped yard surrounds the House. Public transportation is a great way to get around Corvallis, but local shopping is within easy walking distance.

General Operating Guidelines of the House

To make it as comfortable as possible for residents to live and work together, reasonable and

COURTYARD POLICIES

healthy guidelines have been established regarding the operation of the House:

1. Moving Into The House

Once an applicant has been accepted into the Courtyard, arrangements to move into the House are then made with the Courtyard Director.

2. Room Choices and Changes

Room choices are based on house seniority (See #8), and are organized by the House Director.

Room changes are possible during the year if a resident leaves and their room becomes available or, if in rare cases, there are irresolvable problems that can be satisfied by a change of rooms. In either case, the House Director shall provide oversight to these areas.

Failure of returning residents to have completed a Courtyard Contract (including a room deposit) in or by April 1 may result in the forfeiture of that person's priority for obtaining a room for the subsequent fall term. That person may also lose any House seniority which they may have had, including their room seniority privileges.

3. Room Improvements

Rooms may not be painted, wallpapered, paneled, or redesigned by the occupant. Care should be exercised in hanging pictures or posters. When in doubt, consult the Courtyard Director.

4. House Bills

Room and board rates are established by the Courtyard, and are extremely competitive with local rates. In fact, the House is significantly less expensive than most living situations in the area, including dorms, fraternities, and many campus apartments and co-ops. Bills are to be paid on a monthly basis as specified in the Courtyard Contract. Late fees, if needed, shall be instituted in accordance with the Courtyard Contract as well.

5. House Leadership Roles

As needed, the Courtyard Director may establish a student governing body of the Courtyard. The offices may include: Small Group Director, Work Chairman, Kitchen Steward, Chaplain, and Social Chairman.

6. Courtyard Management Team

A Courtyard Management Team consists of a team of members from Relevance who provide general oversight, direction, and accountability for the Courtyard.

7. House Chef and Food

The Courtyard Chef shall be hired by the Courtyard Management Team. His/her salary shall be

COURTYARD POLICIES

determined and approved by Relevance. The Chef shall prepare the menu and provide whatever is needed to prepare the meals and shall work in coordination with the Courtyard Council and Courtyard Director in the budgeting for purchases. The Chef is responsible to obtain use of a vehicle.

The Courtyard Chef will be preparing weekday lunches and dinners. Breakfasts are the responsibility of the residents to prepare. The Chef shall be responsible for providing the necessary food items for these meals (e.g., cereals, milk, etc.).

Breakfasts will be eaten on an informal basis from supplies in the resident kitchen. All other meals (i.e., weekday lunches and dinners) will be served in the dining room at established times each term. Meal times may be changed by vote of the house members with approval of the chef and Courtyard Director. Weekend meals or breakfast supplies are not provided.

As an outreach to the community, 3-4 evenings per week, additional guests will utilize a large portion of the main floor to conduct outreach gatherings. Residents are welcome and encouraged to participate or serve in these ministry courses. Every evening without an outside event, the dinner can be preceded by a brief devotional. These devotionals are to be led by house members on a rotating basis. Every member who expects to be present at a regularly scheduled lunch or dinner shall, out of courtesy to others, be on time. This courtesy includes being present five minutes prior to dinner for the devotional.

A necessary aid in helping the chef prepare meals is the weekly meal chart, which all members are expected to use when they have conflicts with meal time or when hosting guests. The chart is used for signing out for meals, signing up for early or late plate, or signing up guests (must be okayed by the cook at prior meal). Every member is entitled to invite guests to lunches or dinners throughout the year; however, abuse of this privilege (as, for instance, in the repeated entertaining of a particular guest) may, in the exercise of the House Director's discretion cause the revocation of that privilege. Signing up for a late plate or signing out must be done two hours before the meal (24 hours for dinners).

The chef shall establish the kitchen guidelines. For example, the refrigerators and freezers are off-limits (except for the snack shelf), shoes are to be worn in the kitchen and dining room (as per the health code), and dishes are to be rinsed and appropriately stacked after all meals.

Each term the Director will organize the residents according to each one's schedule in assigning the necessary kitchen work. Each member will have at least one (1) KP (Kitchen Patrol) per week (except for the House Director). The KP duty will involve setting up for meals, serving the food, cleaning up the dining room and kitchen, and washing the pots, pans, and dishes. Breakfast and weekend KP's will also involve cooking (if necessary), since these meals are not prepared by the cook. Detailed KP responsibilities are to be posted near in the kitchen.

8. House Seniority

House seniority is determined upon the date of receipt of "both" the Courtyard Contract and Courtyard deposit, the length of terms at the Courtyard and academic class. House seniority is used to determine room selection, room changes, and parking privileges.

COURTYARD POLICIES

9. House Jobs

Along with KP (Kitchen Patrol) duty, each member is responsible for at least one work detail in keeping the house clean and in order. Each detail takes between 30-60 minutes and is usually done once a week before Monday night at 9:00 p.m. The Director or Work Chairman is in charge of organizing and inspecting all details. Individual details are determined each term by signing up on a seniority basis.

Since the House is over fifty years old, there is usually some minor maintenance and upkeep to be done. In addition to normal house jobs, occasional work projects will be organized and scheduled by the Director or Work Chairman. Every House member may be asked to participate in at least one three hour work day each term. In this way, the aesthetics of the House can be maintained. Work fines for unfinished house jobs can be levied by the Courtyard Director with the approval of the Courtyard Committee.

10. House Meetings

Monday night House Meetings give an opportunity for problems to be discussed and solutions or improvements found. It is also an opportunity for weekly encouragement and fellowship for the House. Dinner, worship, fellowship and study will last from approx. 5:30-9 pm.

House Meetings shall be arranged and led by the Courtyard Director. Regular house meetings are held once a week during the regular academic year. Normally, the House Director presides over these meetings, though any of the officers may preside in his absence. Attendance at house meetings is mandatory to promote community, communication and relationships.

11. House Care

The Courtyard has been the recipient of the generosity of many people who have given of themselves and their resources to provide this excellent living situation. Please exercise care in taking care of what God has so graciously entrusted to us.

As adults at the Courtyard, the residents and guests are responsible to clean up any spillage of food or drink. Supplies are available. Please tend to it immediately.

Water fights and wrestling are not allowed anywhere inside the House. Don't throw objects inside the House. Be extra kind to the furnishings. They need to last for a long time.

Also, if you see a light that is on that does not need to be, please turn it off. If it is dark outside, turn the porch lights on.

12. Heat Control

Heat control in some of the rooms is tricky business. The central thermostat is to be regulated by the House Director. Please remember to keep objects a safe distance away from the radiators and heaters. Boiler operation (heating) is from October-April.

COURTYARD POLICIES

13. Damage to House Property

Each resident is financially responsible for any damage to their room and furnishings other than normal wear and tear. A resident is also responsible for damage caused by them to any other areas of the House, grounds, furnishings, and equipment. This responsibility extends to guests of the resident.

The Courtyard Committee has the authority to assess charges upon a resident for loss or damage of any House property up to the value of that particular property, and cost of repair. A disciplinary policy may be implemented by the House Director upon a resident who is consistent in the misconduct of property.

14. Library

The Courtyard library is for the benefit and enjoyment of the residents and guests of the Courtyard. We encourage you to add to it, as is fitting, with books and magazines.

15. Parking

Parking on Courtyard property is reserved for the Courtyard residents, cook, staff, and evening event guests. Resident parking shall be determined by the Courtyard Director as per the seniority of each resident. Resident Parking is by purchased permits and must be done in designated places to accommodate the Courtyard's use. Only the House Director, or someone he designates, has the authority to have a car towed away. No resident is allowed to tamper in any way with an illegally parked car.

Unauthorized vehicles may be towed from the premises. The Courtyard Director or someone he designates will oversee this area.

16. Bicycles

Bicycles are to be parked in the designated areas of the Courtyard. Each owner is responsible to secure their own bike. Lost or stolen bikes are not the responsibility of the Courtyard. No bicycles may be stored anywhere else in the House except under specific authorization from the House Director (e.g., during Christmas vacation). Bicycles must be kept in designated areas and are not permitted on porches, or in public areas of the building, including stairwells, hallways and fire exits which may present a safety hazard.

17. House Behavior Conduct

A member is expected to pursue a lifestyle inside and outside the House which reflects positively upon their reputation before the Lord Jesus Christ and the reputation of the House (1 Tim. 4:12).

Inappropriate behavior shall be defined as any action that is considered offensive, abusive, violent, or perverted in accordance with biblical principles and/or laws maintained by the current government (local, state, and federal). Legal and biblical authorities may be brought before the House upon a disagreement in the interpretation of biblical or civil laws. Disagreements should

COURTYARD POLICIES

first be brought before the Courtyard Director if unresolved. Misconduct shall be defined as any action that is considered destructive (to physical property), harmful, or violent in regards to the residents and/or guests of the Courtyard. **THE COURTYARD MAINTAINS A ZERO TOLERANCE POLICY WITH REGARD TO SEXUAL HARASSMENT AND SEXUAL IMPROPRIETY.**

18. Smoking and Drinking

There shall be no consumption or possession of alcoholic beverages, tobacco or smoking on property owned or leased by the Courtyard or at any function sponsored by or affiliated with the Courtyard. This policy is effective regardless of the legal age of the members involved. Any allegations concerning the consumption or possession of alcoholic beverages or smoking on property owned or leased by the Courtyard shall be submitted in writing to the House Director by the current resident of the Courtyard and shall be accompanied by the testimony of at least one other current resident. The Courtyard Committee shall review the allegations and decide the appropriate course of disciplinary action to be taken.

19. Firearms and Explosives

No live explosives (fireworks, or for that matter, bombs, etc.) are allowed upon Courtyard property or at Courtyard functions. Any violation of this policy shall be considered harmful and dangerous, and shall be dealt with according to appropriate disciplinary action by the Courtyard Committee.

Firearms and ammunition shall be prohibited upon Courtyard property. There shall be no discharge of firearms on Courtyard property and all firearms are prohibited at Courtyard functions. Any violation of this policy shall be considered harmful and dangerous, and shall be dealt with according to appropriate disciplinary action by the Courtyard Committee.

The discharge of minor firearms (air guns, wrist-rockets, bb guns, pellet guns, etc.) shall be prohibited on Courtyard property and violations of this policy will be considered destructive behavior and dealt with according to appropriate disciplinary action by the Courtyard Committee.

20. Candles and Flammable Materials

Possession or burning of flammable materials including, but not limited to candles, gasoline, paint, kerosene lamps, lighters, and incense is hazardous to the health and safety of residents and is prohibited inside the House.

21. House Discipline

The guidelines of the House are to be taken seriously, and are to be followed for the benefit of all. Any violation, therefore, of these guidelines may result in a specific consequence. In case there is any question, a plurality of the Council (at least three) will determine whether or not a violation has taken place. In the event of a tie, the House Director provides the tie-breaking vote. The Director also has the prerogative to supersede any decision made by the House Council in

COURTYARD POLICIES

the matter of discipline.

22. Unpaid Debts

In the event of unpaid debts, Courtyard eviction and collections procedures will prevail, and the delinquent resident will be responsible for attorney fees and other costs and charges for collection of any amount of indebtedness.

23. Electrical Appliances

No electrical appliances (i.e., dorm refrigerators), other than those provided in the apartments by the Courtyard, are allowed in the rooms, except for personal computers, stereos, and televisions. When in doubt, consult the Courtyard Director.

24. Quiet Hours

The House is a residence house for students, therefore, specified times of quiet study and sleep are necessary. The principles governing quiet hours are simply those in Scripture which address looking out for the needs of others.

Quiet hours will be from 11:00 p.m. to 9:00 a.m. Sunday through Thursday and 12:01 a.m. to 9:00 a.m. on the weekends. Also, during “Dead Week” and “Finals Week” there will be quiet hours throughout each day of the week, except from the hours of 5:00 p.m. to 10:00 p.m.

Music may be played during these hours as long as there is no disturbance to another person. The first week of each term should be ample time to determine the level of tolerance that a neighbor has for music or talking. Any conflicts will hopefully be resolved graciously between the parties involved. It should be remembered that playing music is a privilege, not a right, during quiet hours.

25. House Visitors and Guests

We welcome visitors at the Courtyard. The impression given on the phone or in person will likely be the impression a visitor has of the entire House and, more importantly, perhaps of Jesus Christ. Attitudes toward visitors in the House should be gracious and helpful. Try to make them feel at home. If you see someone you don't know, ask if that person is being helped. This is for your own safety, as well as, good manners.

Fire doors are located at the top of the stairs and should remain closed and locked from the lower level to prevent unwanted "visitors". Residents may escort their guests between floors.

Friends are welcome and may visit a resident's room or be left alone in the House according to the member's discretion or House Policy. Out-of-town friends of the same gender may spend no more than two nights with a member, provided permission is granted by the House Director. Abuse of this privilege may result in its loss. Residents are also responsible and accountable for the conduct of their guests while at the House. Cost of repairing any damage to House property by a guest of a resident will be charged to the resident.

COURTYARD POLICIES

As a co-ed by neighbor facility, sexual purity and personal behavior "above reproach" will be observed by all residents and guests. Residents should entertain members of the opposite gender either in the public areas or if in their room with the door open. This is both for your safety and for the protection of your fellow roommates. Any unethical conduct or other violation of this visitation privilege is a severe matter to be dealt with accordingly by the House Director and/or Courtyard Committee. All visitors who are not staying the night should be out of the House by 12:00 a.m. (midnight), unless they are studying on the main floor or in the second floor lounge with a house member. In the event of a female guest leaving at night, please seek to escort her home.

Complete strangers are allowed only on the first floor and are not to be left unattended.

In the event you encounter a conflict between a visitor's desire and that of the House Policy, politely explain the conflict and feel free to direct the matter to the House Director, if necessary, or in his absence, to another House officer. Avoid entering into conflict with a visitor directly. Also, remember, we have no phone or restroom available for public use.

26. Laundry

The for-resident-use washing machines and dryers are there for your convenience. Make an effort to remove your clothes as soon as they are done. Try not to occupy the machine for more than two hours at a time. Wash sand, mud and/or dirt off outside with the hose, not in the bathroom. Clothes (washed or dry) left beyond the two hour period may be placed in a "Clean Bin" for the owner to find later.

27. Keys

All keys remain the property of the Courtyard and may not be duplicated by residents. Residents are not allowed to loan, sell, or transfer any Courtyard keys for the purpose of allowing that person to use Courtyard facilities. Violation to this policy will result in the resident paying for all of the cost for re-keying all the locks and replacement of new keys. This could be a cost of \$1,000! There will be a \$50.00 fine per each key lost which will be assessed to the resident's account.

28. Phone and Cable

Please answer the phones when they ring. Be courteous. When writing down phone messages, write down the date, the time, and your name. Please place messages in the resident's or Courtyard Director box.

Our intercom set-up throughout the House is also for your convenience. Hours for its usage are to correspond with quiet hours.

Individual phone lines are not available in each room. It is the responsibility of the resident to have a mobile phone (if he/she so chooses).

High speed Internet is also available in each room and throughout the House. Residents are not

COURTYARD POLICIES

permitted to reconfigure (add to, subtract from, etc.) any of the phone, cable, or DSL lines or equipment. Ideas for improvements on any communication systems can be taken to the House Director for consideration. Illegal downloading or copyright infringement are prohibited.

29. Mail

The Work Chairman will delegate the week-long task of sorting the mail. Put all mail that will fit, including magazines, in the respective boxes. If you pick up the mail, put it in boxes. Don't just sort through it for your own.

30. Leaving the House

At the end of a resident's stay in the House, they are required to sign out before they leave. This involves having the House Director complete a sign out check sheet on each individual, including room cleanup, K.P.'s and details completed, house bills paid, and a change of address card filled out.

31. Storage

There is storage space in the Courtyard. Storage boxes must be clearly labeled by residents and neatly stored in the designated areas as assigned by the House Director.

32. Summer Storage

Summer storage may be available only to returning members. Stored items will not always be available during the summer. If members who are not returning leave items in the House, those items shall become the property of the Courtyard 30 days after their departure.

33. Summer Residency

Summer residents shall pay a monthly or summer rent determined by the Courtyard Committee, as specified in their Summer Residence Contract. The summer Courtyard Director shall oversee and assign duties to keep the outside and inside of the House in order. Summer residents shall provide their own food.

34. Handyman

The Handyman may be hired by Relevance. His/her pay shall be determined and approved by the Courtyard President. The Handyman shall be responsible for general repairs and maintenance of the House.

35. Pets

Sorry, but no pets are permitted.

36. Waterbeds

COURTYARD POLICIES

Waterbeds are not permitted.

37. Safety

Residents are not allowed on roofs or allowed to climb up the sides of the building or be on the ledges of the building. Windows are to remain in their tracks. Do not sit on window sills or extend any part of your body outside the window sills. Nothing is to be thrown, dropped or spilled from the roof, ledges, or windows.

38. Fire Alarms, Drills, and Inspections

The City Fire Marshall will conduct inspections of all rooms for fire hazards on at least a yearly basis. A \$50 fine will be imposed for not abiding by the instructions of the Fire Marshall or House Director regarding the correcting of fire hazards.

Fire drills may be held at least once a term to ensure all residents are familiar with the alarm and emergency evacuation plan. All persons must leave the building anytime the alarm sounds. Every alarm must be treated as an emergency.

Misuse of any of the fire equipment will result in a \$200 fine plus. This will include tampering with fire equipment, activating false alarms, and malicious burning, including lighting firecrackers on House property.

39. Room Access

Authorized personnel may enter your room for the purpose of addressing maintenance needs or in response to emergencies or in any situation where the House Director or House Council has reasonable suspicion to believe that a violation of the Courtyard Contract and/or Policy is occurring.

40. Security

All outside doors are to remain locked 24 hours a day, with the exception of events sponsored by the Courtyard where there is door supervision. Do not prop open outside doors and fire doors.

Each night, by 11:00 p.m., a security check by the House Director or a designee will be made to secure all windows and doors at ground level.

41. Liability

The Courtyard is not liable for loss or damage to personal property in resident rooms, public areas, laundry or storage rooms. It is your responsibility to secure your room. You may be covered by your parents' personal property insurance or you may wish to carry a private insurance policy to cover your property against loss due to fire, theft, vandalism, or other casualty.

COURTYARD POLICIES

42. Interruptions in Normal Service

The Courtyard is not responsible for the continuation of food, heating, Intranet, cable and accommodations at normal levels in the event of a natural disaster, power-water interruptions off-house property or in the event of other casual events wholly beyond the control or reasonable anticipation of the Courtyard.

TWO KEY COURTYARD COMMUNITY PRINCIPLES

**³Do nothing
from selfishness
or empty conceit,
but with humility of mind
let each of you
regard one another
as more important
than himself;
⁴do not merely look out
for your own
personal interests,
but also for the interest of others.
(Philippians 2:3-4 NASB)**

**¹²Let no one
look down on your youthfulness,
but rather in
speech,
conduct,
love,
faith
and purity,
show yourself an example
of those who believe.
(1 Timothy 4:12 NASB)**