

*These homes are not owned by Living Education but were purchased by one of our members and generously offered for our use. We have a responsibility to be conscientious in our care of these properties out of respect for the owner and concern for future students. In addition, you will be living with a number of other students. Your actions should show honor, respect, and unselfishness toward your dorm mates, just as you would expect for them to show you.*

---

### **Trash/Recycling Pickup**

Trash and recycling are picked up early MONDAY morning: Remember to put out garbage on **Sunday** evening. Trash goes in the **Green** bin, recycling goes in the **Blue** bin. Please return bins to garage by Monday afternoon/evening.

### **Cleaning\***

#### **Common Areas**

- **Vacuum** carpets and **dust mop** hard surfaces weekly (vacuum/mop under kitchen counter overhangs).
- **Mop kitchen** and **bathroom** floors every week.
- Do not leave **dirty dishes** on the counters or in the sink.
- No **food** of any kind should be left on **kitchen counters**.
- Be sure to clean the **dryer lint trap** (on top of the dryer) after EVERY load.
- Bring any maintenance or repair issues to your Resident Assistant.

#### **Personal Areas**

- **Clean Toilets weekly** (don't forget the half-bath downstairs).
- **Clean Showers/tubs weekly**.
- **Vacuum Bedrooms weekly**.
- **Keep Closets neat and organized**. No clothing or other belongings should be left haphazardly around the bedroom.
- **Do not make modifications** to the home (inside or out), without specific approval from Mr. McNair.
- Please **do not** pin, tape, or hang items or stickers on walls or furniture.
- No appliances (microwaves, toasters, coffee pots, mini-refrigerators, etc.) are permitted in bedrooms.
- Do not bring extra furniture into the home or bedrooms without specific approval from Mr. McNair.
- Do not move furniture without express permission from Mr. McNair

#### **Home Exterior and Landscaping**

- Keep **Walkways** clean and swept.
- Keep **Garage** organized, clean and swept.

\*LCG staff will conduct weekly inspections to ensure cleanliness and safety rules are being followed

#### **Conduct and Courtesies**

- **No smoking** is permitted in the home.
- **No alcohol** is permitted in the home.
- Please keep shower/bath time to a reasonable amount as you are sharing this space with other people.
- No two-piece bathing suits should be worn by ladies sunbathing on the back porch.

#### **Safety and Security**

- **Lock** all outside doors (and deadbolts) when you leave.
- **DO NOT share residence lock codes** with those not occupying the house.

- Turn off all **lights** when you leave.
- **No Firearms or other weapons** are permitted in residences.
- Do not leave bedroom windows open or unlocked when vacant. Downstairs bedroom windows must ALWAYS remain closed and locked.
- **No Fireworks** are permitted at residences or on church properties.
- **No Candles or incense** are permitted in bedrooms or bathrooms.

### Heating/Cooling

(NOTE: **The RA is the only person that should be changing thermostat temperatures**)

- **For AC:** Set house thermostats to no lower than 72 degrees day and night. When all are gone for an extended period (long weekend, FOT, etc.), set the AC to 85 degrees.
- During warmer months, be sure to close ALL window blinds on the back of the house during the day (this will save on electricity).
- **For Heat:** Leave the thermostat set to no warmer than 68 degrees. When all are gone for an extended period, set the heat to 60 degrees.
- **Please leave all bedroom doors open** (3-4 inches) when you are away from the house to facilitate proper heating and cooling. Doing the same while you are there is a good idea.

### House Guests and Visitors

- **No overnight house guests** are permitted to stay at the residences.
- **Guests** are permitted during the day but must be invited by a resident with the approval of the RA. Guests include anyone who does not have a bed in the house.

#### House guest visiting hours:

- Sunday-Thursday: 6pm-9pm.
- Friday: 6pm-10pm
- Saturday: 5pm-11pm.

Any exemptions to these hours must be approved by the Program Director **in advance**.

- **Quiet hours** in the home are from 10pm-8am.
- Quiet hours **outside** the homes are from 9pm-8am. Remember you are a resident of the neighborhood and you represent the Living Church of God to your neighbors.
- **Curfew: All students are required to be in the residence no later than 11pm from Sunday through Friday, and by 12 midnight on Saturday evening. In the case of an emergency precluding a student from complying, the Resident Assistant should be contacted immediately. RA's are required to submit a follow-up report of an emergency to the Director.**
- **Alert the RA in advance of any occasion** which requires a student to be away from the dorm **overnight**.
- Ladies are not permitted on the 2nd floor of the men's residence. Men are not permitted on the 2nd floor of the women's residence.
- There should NEVER be a male and female alone in a residence. A member of the opposite sex should only enter a home if there is a second person of either gender in the home. If a member of the opposite gender wants to enter a home, the other residents should be notified.
- Do not wear sleepwear in common areas of the house during guest visiting hours.
- To alert other residents, when someone of opposite sex enters the residence call out "man in the house" in the women's house, or "woman in the house" in the men's house.