

WCIU DORM HOUSING

RESIDENT HANDBOOK



(revised 11/12/2014 SC)

1539 East Howard Street, Pasadena, CA 91104
Property Services Office: 626-398-2415; Email: info@wciuproperties.com

Welcome to WCIU Dorm Housing!

We are pleased to share our lives and our facilities with you. As a resident here, you will quickly sense an atmosphere of sharing and caring in our community.

The information contained in this handbook will help you to get acquainted with our mission, as well as answer questions you may have about William Carey International University's ministry, what we expect of you and how we may better accommodate you during your stay here.

We ask that you read this handbook and fully understand and take responsibility for its contents. If you have any questions, please come into the Property Services Office for assistance.

Our Mission

The Gladys Aylward House and Cameron Townsend Hall provide accommodations that are clean and economical for students who are attending WCIU/USCWM, other college and university students and other people from the community. International students studying in the mission's field and acting missionaries are also welcome.

The philosophy that guides our conduct is one of interdependence for the cooperative good. We use what God has entrusted us with to its fullest extent, repair and maintain it as best as we can, respect all property whether ours or that of our brothers and sisters, and above all, are considerate and compassionate, loving each of our fellow men and women as we love ourselves.

In practical terms this means taking care of recreational equipment, not wasting utilities or supplies, cleaning up after ourselves in the community kitchens, restrooms and other common areas and living quarters, returning borrowed items and helping to make things last.

The Sovereign Lord has enabled us to use these facilities to further His Great Commission: "*Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all things that I have commanded you . . .*" (Matthew 28:19-20a, NKJV).

Let us live harmoniously in this unique cross-cultural setting as we prepare to reach all people groups of the world with the gospel of His redeeming grace.

Resident Requirements

While we wish to welcome as many Christian residents into our community as possible, we do expect that those residing in the WCIU/Aylward community respect and adhere to the policies and boundaries set by the WCIU/Aylward Management. We have provided this handbook as a guide so that you will be better able to understand what is expected of you while a resident here at Aylward. You are responsible for the contents of this handbook as well as your resident contract and these are to be considered as legally binding.

We are constantly striving to maintain a safe and secure environment for all WCIU Dorm Residents and to further the Christian values that influence our everyday lives.

We would like to encourage you to meet your fellow residents and to get involved in the WCIU/Aylward community.

Dorm Tour

Each new resident is required to participate in a tour of our dorm facilities, in particular the Gladys Aylward House. The tour is conducted by experienced Property Services Office personnel and is intended to familiarize new residents with our services and accommodations, as well as the safety concerns in the dorm.

You will be given the opportunity to schedule a convenient date and time to receive the tour when you first check-in. We ask that you receive the tour within one week of your arrival. If, due to personal schedule restrictions, this is not possible, we will work with you to schedule the tour at a later time, though it is important that the tour take place as soon as possible after your arrival here at WCIU.

Residents unable to undertake the tour or those declining to take the resident tour will not be permitted to remain a resident at WCIU Dorm Housing.

Dorm Services

Office Hours

Monday - Friday: 8am - 6pm
Saturday: 8am - 12pm

We prefer that you address matters of a routine nature with the Property Services Office for assistance during regular office hours. The Office number is 626-398-2415. Office numbers for specific Property Services staff are also available.

For emergencies that occur outside of regular office hours, call WCIU Security at extension 2160 or at 626-398-2160 from any off-campus phone. For extreme emergencies, call 911, then, call Security.

Security is also available to check in guests arriving after hours.

Mail

Incoming mail is placed in your mailbox, which is located in the lobby area next to the Game Room. Mail is delivered to dorm residents Monday through Friday only. There is no mail delivery on holidays or on the weekends.

Each resident is assigned a mailbox that is opened with a combination. You will be given this combination upon check-in. If you are in a shared room, you may be assigned a mailbox that you share with your roommate. The combination locks are very sensitive. When you operate them, please make sure you are careful to line up the combination marks exactly or the lock will not open. If you are having trouble opening your mailbox, please come to the Property Services Office for assistance.

Please have your incoming mail addressed as follows:

**Your Name
1539 East Howard St; #
Pasadena, CA 91104**

(The "# _____" refers to your mailbox number)

Do not use the term "P.O. Box" in your address.

Outgoing mail may be placed in the outgoing mail slot located on the wall near the entrance to the Game Room. **Please do not bring your outgoing mail to the Property Services Office.**

If you receive a package or other mail that won't fit into your mailbox, you will receive a notice that there is mail waiting for you at the **Speer Hall Mail Room**. To retrieve your oversized mail, stop by during designated mail pick up hours: the Speer Hall Mail Room between 8am-12pm and 1pm-5pm Monday through Friday. We will be happy to assist you.

Air Conditioners

Many rooms at the Aylward House are equipped with central air conditioning or wall-mounted air conditioning units. Some rooms that are scheduled to be renovated do not provide air conditioning (though heating is available in all rooms during cold weather). Contact our office about borrowing a box fan during the hot summer months.

Refrigerators

A limited number of small (1.5 cubic foot) refrigerators are available to rent at a \$20.00/month rate. Contact the Office for details.

If you purchase your own refrigerator for your room, you will be charged an \$10.00/month fee to help cover the utility costs.

Internet

For \$20.00/month, WCIU Property Services provides Internet access for dorm tenants. Some rooms are equipped with Ethernet ports, but Wireless Internet is available all throughout the campus. The Property Services Office will provide you with a username and password and access directions if you opt for Wireless Internet.

Please be advised that you must provide your own cable if you decide to use the Ethernet option in your room (if available).

You are required to pay for your Internet each month regardless of frequency of use.

Aylward Facilities

Recreation Room

The Recreation Room is located next to the Mailbox Lobby. There is a ping-pong table, a pool table, a piano, vending machines and a gathering area for your use.

Some sports equipment such as ping pong paddles is in the sports equipment closet located in the corner of the Mailbox Lobby. Your H-3 key will open the sports equipment closet.

Please note: guests or family members of residents under the age of 16 are not permitted to use the game room without adult supervision.

Please care for WCIU's sports gear. Do not sit on the pool table or place food or beverages on either the pool or ping-pong table. The game room is closed for use during quiet hours (10pm to 8am daily).

Community Kitchen

The Community Kitchen, adjacent to the Recreation Room, may be used to prepare meals and snacks. It is equipped with microwave ovens, toasters, and two electric range ovens. There is also filtered tap water at the sink.

All residents' personal kitchen items, whether it be food, utensils or cooking gear, must be stored in their rooms. Any items that have been left in the kitchen unattended will be disposed of.

Please be considerate of your fellow residents when using the kitchen. Clean up after yourselves.

Laundry Room

The Dorm Laundry Room, located near the South end of the West Wing is equipped with seven washers and eight dryers. The cost is \$0.75 each per wash (\$1.50 for the front loader washer) and \$0.75 per dry. The wash cycle takes about 40 minutes and the dry cycle, about 60 minutes. Please remove your laundry promptly when done so the next resident may use the machine.

Please do not dry blankets in the dryers or they will shrink badly. Hang your blankets out to air dry on the lines just outside the Laundry Room.

WCIU is not liable for lost or missing personal belongings left in the Laundry Room. If you experience a problem with any of the machines in the laundry room, please notify the Property Services Office.

A change making machine is located in the laundry room for your convenience. If the machine does not take change, it needs to be refilled. Please notify Property Services when this occurs so we may have the machine serviced as soon as possible.

Common Ground Café

Under the Cafeteria at the south end is a café type meeting area. There are vending machines and a comfortable atmosphere. There is also wireless internet service available at no charge. The hours for the café are from 7am to 11pm daily. The internet transmitter reaches to the outside patio area for your use when the café is closed.

Vending Machines

There are several vending machines located around the WCIU campus: in the Aylward Game Room, the Common Ground Café, outside the WCIU Dining Hall on the central lawn area and at the Mott Auditorium.

If you lose money in any campus vending machine, please come into the Property Services Office for a refund.

Weight Room

The weight training room, equipped with universal lifting machines, a treadmill, elliptical machines, and an assortment of free-weights is located downstairs next to the dumpster bay. Residents will be charged either \$15.00 a month or \$100.00 a year for the use of the weight room. Residents may use the weight room once they have received a safety orientation from one of the Property Services Staff or from one of the volunteer resident guides (see weight room application for orientation guide names). Once you have completed the orientation, you will be given the pass code to access the weight room. Conditions apply.

Aylward Parking

Residents may park in the gated lot located south of the dorm. All vehicles parked in the Aylward lot **must** display a current parking pass (obtained in the Property Services office). The pass is required to be renewed every twelve months (September 1st). We will notify residents and issue new parking passes prior to each September 1st. Residents failing to display the parking permit on their vehicle by September 15 (or whenever it is issued for new residents at other times of the year) will be ticketed and fined \$50.00. This fine will appear on you next month's invoice. For **current** residents who have been issued a new permit and fail to display their new parking permit, their vehicle will be towed shortly thereafter at their expense. Defaced and/or destroyed permits or a permit that becomes unreadable or lost permits must be replaced. A \$25.00 fee will be assessed for replacement permits.

Please park in designated parking spaces only. Vehicles parked in driveways, fire lanes, areas posted as "No Parking" or any other area that is not a designated parking space will be towed at the owner's expense.

Be sure to LOCK your car and/or REMOVE all valuables from view. Watch for strangers in and around the parking lot and report any suspicious activity to Campus Security at (626) 398-2160 from an off-campus phone or at (ext. 2160) from any campus phone immediately or you may call the Property Services Office (ext: 2242, 2442 or 2415) during office hours. Please be prepared to give a description of the person(s) you observe and their activity and/or the direction they move to.

Residents park on WCIU/Aylward property at their own risk. WCIU/Aylward is not responsible for damage and/or theft to or from a resident's vehicle while parked anywhere on WCIU/Aylward property.

Bicycles and Motorcycles

Bicycle racks are provided in various locations around the Aylward interior grounds. **All bicycles must be parked/locked at provided bike racks.** Bicycles not parked/locked at bike racks in the dorm will be ticketed with a date indicating a date and time at which the bike must be moved to a bike rack. Approximately one week later, if the bike has not been relocated to an Aylward bike rack, the lock will be cut and the bike will be removed from its prohibited location. Confiscated bicycles will be kept in storage for 30 days. If not claimed in 30 days, the owner forfeits all claim to the bicycle and the bike will be donated to charity. Bicycles are not allowed in any other area of the dorm including inside dorm rooms.

Please **walk** your bicycle while moving through the interior courtyards of the dorm. **Do not ride your bicycles inside the dorm.**

About once a year, we inventory all bicycles in the dorm and give away those that have been abandoned. Notification of this process is provided to residents well ahead of time.

WCIU/Aylward assumes no liability for stolen or damaged bicycles while they are parked/locked anywhere on WCIU/Aylward property.

Motorcycles are considered vehicles and are required to be parked in the Aylward lot in a regular designated parking space. Please do not park your motorcycle in the corners of the lot, up against a fence or the side of the dorm building. By doing so, your motorcycle will be ticketed and possibly towed at your expense. As with any other motor vehicle, you will need a parking permit for your motorcycle (obtained from the Property Services office) for motorcycle parking.

Dorm Policies

Resident Requirements

Residency in the dorm is open to students attending WCIU and other institutions, as well as to staff and employees of WCIU, the U.S. Center for World Mission and to staff of participating agencies of WCIU.

Housing may also be provided on a space available basis to students involved in international research who are recommended by an on-campus agency cooperating with The U.S. Center for World Mission. Also on a space-available basis and at the discretion of the WCIU Property Services Office, housing may be provided to applicants from the general public.

Resident applicants must be at least 18 years of age to qualify for residency in the dorm.

Applications may be obtained in the Property Services Office.

Appliances

You may have refrigerators, clocks, hair dryers, electric blankets, portable heaters, portable air-conditioners, microwave ovens, crock-pots and computers in your room.

Radios, TV's, DVD/VCR players and stereos may be used as long as others in the dorm are not disturbed by their use. Please turn the volume down or use headphones during quiet hours (10pm to 8am daily).

Hot plates, clothes irons, electric skillets, toasters, toaster ovens, coffee makers and other appliances with open heating elements are not allowed in dorm rooms. If you have any questions, please contact the Property Services Office.

Periodic room inspections are conducted to ensure these policies are being followed. Some inspections are announced ahead of time and some are not announced.

Keys

Residents receive two keys. One key on the key set is for the resident's dorm room and the other (H-3) opens the two outer entrance doors (and various other doors) in the dorm.

If you lose your key set, please come to the Dorm Office for a replacement set. You will be billed on your next month's invoice a non-refundable \$20.00 replacement key set fee. If you are responsible for a necessary re-keying of your room door, the cost to re-key a door is \$65 including 2 sets of new keys. If you are responsible for a need to replace a door lock, the cost is \$150 including 2 sets of new keys.

Please be careful with your keys.

Lock-Outs

If you are locked out of your room, you must contact the Property Services Office (during office hours) or the Security Office (after hours).

Residents are not permitted to duplicate their dorm room keys in order to obtain a back-up set nor will we provide residents with back-up key sets.

Residents found breaking into, or attempting to break into their dorm room as a result of a lock-out will be subject to disciplinary action up to the possibility of eviction from the dorm and the loss of their security deposit and/or additional charges to pay for any damage to WCIU/Aylward property as a result of the break-in.

Maintenance

Maintenance requests should be reported to the Property Services Office immediately. Please do not contact maintenance personnel directly. You may report maintenance needs to the Office personnel during office hours or you may also send your maintenance requests to info@wciuproperties.com. It is your responsibility to report maintenance needs when you observe them.

We strive to attend to all maintenance requests as soon as possible but there may be times when there is a short delay of a day or so due to priority issues with other requests we are working on. If your request has not been addressed within 48 hours of your notification to the Property Services Office, please come in to see us. We will be happy to assist you or to let you know the current status of your request.

Plumbing or electrical problems are given top priority. There may be times when the water supply will need to be shut off to the Aylward building in order to repair a plumbing problem. In these cases, we will notify residents that the water will be shut off and the time the water will be off. We try (when possible) to shut the water off in the afternoon hours so as not to disturb the morning routine of our residents.

Hazards and Prohibited Items

The following items are not allowed in the dorm: guns and ammunition (this includes BB and pellet guns of any type), fireworks, tires, engines, candles, burning incense, gas cans, gasoline, open oil cans, paint or anything else that could easily start a fire. **Residents who violate these restrictions will be subject to immediate eviction.**

Personal Property

WCIU and the Aylward House Dorm assume no responsibility for property belonging to residents that is lost, stolen or damaged while a resident at Aylward. **Keep your room door locked at all times** (even if you will be out of your room for a short time) and report any theft, vandalism or damage to the Property Services Office.

Visitors to Resident Rooms

The following rules apply to men's and women's floors. You may visit the room of residents of the opposite sex between the hours of 8am and 10pm daily.

1. During the visiting hours stated above, all visitors and dorm residents are to be properly dressed with a shirt and pants/skirt/dress and shoes at all times.

2. Before entering a suite or hallway, a visitor of the opposite sex on that floor must announce his or her presence by saying "man (or woman) on the floor".
3. The door of the room in which there is a visitor of the opposite sex must be kept fully open for the duration of the visit.
4. Pre-marital and/or extra marital sex is strictly prohibited in the dorm.
5. Minors under the age of 18, who are visiting an Aylward resident, must remain under the constant supervision of the sponsoring resident at all times.

Non-resident visitors are not allowed in the dorm during Quiet Hours, 10pm to 8am, under any circumstances.

Overnight Guests

For a small nightly fee, you may have a visitor of the same sex stay in your room overnight for up to seven days. The rate is \$5.00/night/person. If your visitor would like to stay longer, he or she must check into a regular guest room and pay the full current guest rate. **You are responsible for contacting the Property Services Office or to register your guest and pay the applicable fee.**

Please note that this service is not intended as temporary housing for those who do not have living accommodations or as an initial discount on dorm residency, but rather for guests who are visiting you for a brief time.

Security

The doors at both entrances are designed to lock automatically. Please be sure the doors close behind you. To enter and exit the dorm, you must use only the main entrance or the south ramp door. To maintain security for all residents, **do not prop open these doors after 5:00 PM** unless you (or someone you trust) will stand by the door at all times until it is closed again.

Please be aware of unauthorized people trying to gain access to the dorm. Sometimes, people not belonging in the dorm will loiter at one of the entrances waiting for the door to be opened so they can get in. If you don't recognize an individual, don't hesitate to deny them entry to our dorm. Kindly ask them who they are here to visit and then (if appropriate) offer to help them contact that resident. If you can, wait until the resident comes out to meet the visitor.

If you see anyone who looks suspicious or out of place, please call security **immediately** at extension 2160 or at (626) 398-2160 from your cell phone. Be prepared to give Security personnel a description of the person/s and their present location or the direction they have headed towards when they left the location at which you first observed them.

Damages

Damages caused by a resident to a dorm room, hallway, kitchen, restroom, common area or any other part of the dorm must be reported to the Property Services Office.

Repair costs will be charged to those found responsible for the damage. This charge will be in addition any amount deducted from a resident's security deposit if a resident is found to have caused damage to WCIU/Aylward property.

Do not force a window screen from its frame to climb back into your room if you are locked out. We will charge the entire room for this damage if no one admits the deed.

Pets

No pets of any kind are allowed in the dorm, either on a temporary or permanent basis if the pet is owned by a current Aylward resident. Seeing-eye dogs are permitted in the dorm for the sight impaired.

Smoking, Alcohol and Illegal Narcotics

WCIU is a smoke and drug free campus. Therefore, NO smoking of cigarettes, cigars or pipes is allowed any time anywhere on WCIU/Aylward property. E-cigarettes and vapor-based cigarettes are similarly prohibited. In addition, alcohol and illegal narcotics are strictly prohibited. We also prohibit the possession or use of medically-prescribed marijuana on WCIU campus grounds. Prescription medications in the possession of a resident or guest without a valid prescription are considered illegal narcotics.

Residents found to be in the possession of any prohibited items including paraphernalia while on WCIU/Aylward property will be subject to a 30 day eviction.

Residents who choose to smoke are asked to smoke on the sidewalks off campus, which is City of Pasadena property.

Food Items

Only non-perishable and/or refrigerated foods stored in a room refrigerator may be kept in dorm rooms. If open food containers or other exposed food is found in a room during an inspection, it will be disposed of.

We recommend that food stored in dorm rooms be kept in sealable plastic tubs to help prevent any insect or rodent problems.

Trash Disposal

Resident's personal trash is to be securely bagged and placed in the dumpster located at the South ramp area. Please do not dispose of your trash in the Community Kitchen trash container, restroom or Laundry Room trashcans.

Do not dispose of food waste in toilets, restroom sinks or into the community kitchen sinks. This will cause undue plumbing problems which in some cases, requires the water to be shut off to the entire building for a period of time while the lines are being cleared. These repairs will cost money and time for our maintenance personnel, and if you are found personally responsible for the problem you will be held responsible for the problem's bill.

Please consider Aylward your home. Respect and care for it as you would the home you owned personally.

Noise and/or Disturbances

In consideration of other guests and residents, Quiet Hours have been established in the dorm. Quiet Hours are between 10pm and 8am daily. During Quiet Hours, the following will not be permitted:

1. Loud voices in common areas such as courtyards, hallways, lounges and parking lots
2. Playing of the piano, ping-pong or pool in the Game Room
3. Playing of musical instruments anywhere in the dorm
4. Slamming of doors
5. Loud volume of TV's in the lounges and in dorm rooms
6. Vacuuming in your room

Room Decorations

"Plasti-Tack", rubber cement and small finishing nails are approved means of mounting pictures and posters on dorm walls.

Please, NO large nails, wall tacks, Scotch tape or double sided tape or any other type of tape are to be used. Do not apply stickers or decals to room walls or windows.

Your room will be inspected during your departure process. The cost to repair damage due to improper mounting or decals will be deducted from your security deposit.

Room Inspections

You are responsible for keeping your room clean and sanitary at all times while a resident at Aylward. Property Services Management will periodically conduct room inspections to ensure that the County Health Department's sanitation requirements and Aylward residency policies are being met. Room inspections may be announced or at times, unannounced ahead of time. You do not need to be present in the room during an inspection. Inspections are conducted at all times by two Office personnel. We do not require your permission to enter your room for inspection purposes.

Items or violations that you will be cited for:

1. Improperly stored food items
2. Unapproved appliances
3. Illegal substances, items or paraphernalia
4. Accumulated or improperly stored trash
5. Spills that have been left without being cleaned up
6. Dirty clothing strewn about the room
7. Bad odor in the room
8. Obvious damage to the room
9. General uncleanliness

Resident's failing a room inspection (when there are no serious violations resulting in an immediate eviction notice) will receive a written warning and a notice of the violations leading to the inspection failure. Resident will have seven days from the date of the inspection to correct the violations. Another inspection will be conducted after the seven day period to ensure compliance. The failure of the follow-up inspection will result in an eviction notice.

Please refer to the resident contract addendum (if applicable) for details of those violations that will result in an eviction versus those items that will result in a written warning.

Common Areas

All hallways must be kept clear at all times of all residents' belongings. This includes bicycles, furniture, trash etc. Residents are not permitted to store personal belongings in any common area of the dorm. Residents are not permitted to take furnishings or any other items from any common area of the dorm to their room for their personal use.

Bathrooms

The dorm restrooms are cleaned by the Aylward Housekeeping Crew three times a week: Mondays, Wednesdays and Fridays. However, you may do your part by cleaning up after yourselves. The housekeepers will report to the Property Services Office if they must clean any area of a restroom that is excessively soiled as the result of resident carelessness. They have been instructed to report such incidences to the Property Services Office, and their reports may result in the issue of written warnings and/or fines billed to those found responsible.

Departure

As part of your residency contract with us, you are responsible for giving the Property Services Office a 14-day notice when you plan to depart the Aylward House. Failure to provide a 14-day notice of departure will result in the forfeiture of your security deposit unless you can demonstrate that extenuating or emergency circumstances lead to the lack of proper notice.

When you give notice of your departure, you will be given a departure form. Please fill this form out completely and schedule a date and time to have your room inspected. Your room must be entirely clean and ready for the next resident before the room is inspected. Contact the Property Services Office to set up the room inspection. It is usually best to schedule the inspection for the day of or the day before departure.

If you fail to fulfill any of these departure requirements, your security deposit will not be refunded to you. If everything is in order, your deposit may be mailed to the address you provide within three weeks of the date you move out or you may arrange to pick up your security deposit from the Dorm Office on the day of your departure (for international students mainly). You will need to make advance arrangements with Property Services Offices staff to receive your deposit on the day you depart.

Dining Hall Service

Pierce Dining Hall

The campus dining hall, located just East of Aylward, offers 19 nutritionally-balanced meals each week: three meals a day on Monday through Friday and brunch and dinner on Saturday & Sunday.

Dining Hours

Breakfast:	Mon – Fri	7:30 am - 8:30am
	Sat. & Sun. Brunch	11:30 am – 12:30 pm
Lunch:	Mon – Fri	11:45 am to 1:00 pm
Dinner:	Mon – Fri	5:30 pm – 6:30 pm
	Sat. & Sun. Dinner	5:00pm – 6:00pm

*Meal times are subject to change with notice.

Meal Plans

As a new resident here at Aylward, you are given the choice of two meal plans, **Standard** and **Flexible** plans (details can be obtained at the Property Services Office). All residents who choose a meal plan will be issued a photo

ID/Meal Card, which must be obtained at the WCIU Dining Hall. Property Services will offer a temporary voucher to new residents who are not immediately able to obtain a Meal Card.

Any resident who opts out of a meal plan will be charged a \$100.00 Room-Only Fee, added to each month's rental invoice. At the time you decide to end your meal plan, for whatever reason, you must return your meal plan card to the Property Services Office. Failure to return the Meal Card will result in a \$5.00 fine.

If you are going to be away from the campus for 7 days and longer, and you want to have a discount on your rent, the following policies are now in place:

1. You must notify the Property Services Office 7 days prior your intended departure.
2. You will pay a Room only rate and a prorated rate for the meals (see the Property Services Office staff for more details).
3. If you are going to be gone for less than 7 days, there will be no discounts and you will be charged the full rent amount (including the meal plan).

Sack Lunches

If your daily schedule keeps you away from the campus during regular meal times, you may order a sack lunch to be prepared for you. **These must be requested 24 hours in advance.** If you choose, you may request leftovers from the menu of the day before or for a standard sack lunch which includes a sandwich, fruit, cookie and a small drink beverage.

Cafeteria Holiday Policy

On WCIU holidays in which the cafeteria will be closed on a Monday, breakfast will be served on the Saturday prior to that Monday and residents will be allowed to order up to two sack lunches. These sack lunch requests must be received no later than 6pm the Thursday in the week prior to the Holiday. This policy does not apply to the Christmas and New Year's holiday season as the cafeteria is closed for two weeks during this period and residents are not charged for meals during this two week period each year. For the Thanksgiving holiday, breakfast will not be served but residents may order up to four sack lunches.

Dress Code

A shirt and shoes must be worn at all times when in the cafeteria. Please be courteous towards others while enjoying your meals.

Campus Facilities

Mission Resource Center (MRC Bookstore)

Residents may chose from a large selection of Christian books and school supplies from the MRC located in the Hudson Taylor Hall Building. The bookstore is to the left as you enter the main lobby. The address is 1605 E. Elizabeth St. (somewhat across Elizabeth St. from the Townsend building).

WCIU offers campus tours which begin at the MRC. If you are interested in a tour, please call Diane Tolsma at extension 2149 for details.

Latourette Library

The campus library, which offers a wealth of information on missions, world religion and theology, occupies the upper floor of the Latourette Building which is located just north of the Pierce Dining Hall (cafeteria). The library is a good place to find quiet study time.

The hours are 10am to 12pm then 1:30pm to 5:30pm Monday through Friday (library closes at 5pm on Fridays). On Saturdays the library is open from 11am to 5pm.

There is a copy machine in the library which you may use for a small fee. See library staff.

Mailroom

There are two campus Mailrooms. The Speer Hall mailroom is where most Dorm Residents' packages are received. Another campus Mail Room is also located in Hudson Taylor Hall (in the northeast corner). The **nearly** full-service Mailroom provides the sale of all denominations of stamps, many types of envelopes, free boxes and packaging materials.

FedEx, UPS, Airborne Express and Deutsche Post (for international shipping) services are also available at a discounted rate. There are copy machines and fax service for a nominal charge. Call extension 2250 for service information.

The Hudson Taylor Hall Mailroom hours are: 10am to 12pm, then 1pm to 3pm Monday – Friday. The Mailroom is closed on weekends and holidays.

Tennis and Basketball Court

Just east of the North Wing is a tennis/basketball court that may be used from 8am to 10 pm seven days a week. The tennis courts are off-limits during Quiet Hours.

For use after dark, the courts are equipped with lights. Rackets, tennis balls, and basketballs are not supplied by Property Services. Use your H-3 key to open the padlock on the courts gate. To help keep our campus secure, please lock the courts after use.

Please be aware that there are on-campus schools that utilize the court in their curriculum. These schools have priority for the use of the court, and we ask that you respect this policy. If you are using the court, and a school group comes over for their scheduled use, you will be asked to give up the court for the time they will be using them. You may verify the hours the court is scheduled for school use with the Property Services Office.



WILLIAM CAREY

INTERNATIONAL UNIVERSITY

Conference Rooms

- | | |
|--------------------------|----------------------------|
| 1 Conference Services | 6 Franson Reception Hall |
| 2 China Room | 7 Mott Auditorium |
| 3 Pierce Conference Room | 8 Zwemer Theater |
| 4 Pierce Auditorium | 9 Townsend Conference Room |
| 5 Speer Conference Room | 10 Heimbach Room |

