



# **RESIDENTIAL LIVING GUIDE 2023-2024**

## MEET THE RESIDENTIAL LIFE STAFF



**Dr. Julie Beam**  
*Vice President for  
Student Development  
and Success*



**Tom Carpenter**  
*Director for  
Community  
Life*



**Courtney Chapman**  
*Director for Residence  
Life and Student  
Engagement*



**Maryann Ingle**  
*Shupe Hall*



**Zach Strouse**  
*Oakwood-Slater Hall*



**Annie Bennett**  
*Tuckey Hall*



**Nick Geever**  
*Manges Hall  
LLC Communities*



**Jessi Flores**  
*Bridges Hall*



**Rachel Schwartz**  
*Founders' Women*



**Robert Ortiz**  
*Founders' Men*



**Allison Stout**  
*Student  
Engagement  
Coordinator*



# Residential Staff Roster

## SHUPE HALL

Resident Director	Maryann Ingle	SHUP 202
Resident Assistants	Navee Pearce	SHUP 102
	Hannah Bushaw	SHUP 111
	Olivia Bley	SHUP 215
	Hannah Taylor	SHUP 304
	Audrey Babler	SHUP 312

## OAKWOOD-SLATER HALL

Resident Director	Zach Strouse	OAKW 214
Resident Assistants	Ben Pietsch	OAKW 115
	Brant Liestman	OAKW 116
	Tim Miller	OAKW 215
	Nick Campeau	OAKW 315
	Garrison Miller	OAKW 316

## TUCKEY HALL

Resident Director	Annie Bennett	TUCK 224
Resident Assistants	Shalyn Rathbun	TUCK 122
	Grace Beasley	TUCK 221
	Katie Gunderson	TUCK 312
	Caleigh Dickinson	TUCK 322

## MANGES HALL

Resident Director	Nick Geever	804 LaSalle
Resident Assistants	Payton Fish	MANG 250
	Samuel Thomas	MANG 350
	Keegan Collins	MANG 362

## **FOUNDERS VILLAGE**

### **Brenneman Hall**

Resident Director	Robert Ortiz	902 Lowell St.
Resident Assistants	Nick Hanson	BREN 101
	Tim Dillehay	BREN 301

### **Ramseyer Hall**

Resident Director	Robert Ortiz	902 Lowell St.
Resident Assistants	Jefer Pereira	RAMS 202

### **Lambert Hall**

Resident Director	Robert Ortiz	902 Lowell St.
Resident Assistants	Keegan Collier	LAMB 101
	Brennen Bargesser	LAMB 301

### **Egle Hall**

Resident Director	Rachel Schwartz	Off Campus
Resident Assistants	Brenna Brown	EGLE 101
	Corryn Berlin	EGLE 301

## **BRIDGES HALL**

Resident Director	Jessi Flores	BRID 107
Resident Assistants	Addi Jones	BRID 105
	Abbie Suiter	BRID 204
	Rachel Mihills	BRID 304
	Vladlena Klymova	BRID 206

## **RESIDENTIAL LIFE**

### **Mission of Residential Life**

Residential Life is an important aspect of the Christian academic community that Bethel University seeks to foster. It exists to enhance the learning experience by providing a safe and supportive community that is Christ centered and student focused.

## **On Campus Living Required**

It is for educational and developmental reasons that all unmarried, full-time students under the age of 21 and not living with parents are required to live in the university's residential housing and participate in a meal plan, as are most students who receive scholarship assistance from the university. Students under 21 who have lived on campus for four semesters may apply to move off campus before their fifth semester, provided they are not receiving scholarship assistance.

## **Roommate Requirements**

Housing preference is given to single, traditional undergraduate students. It is university policy that every residential student has at least one roommate. In rare cases, if needed and space allows a single room may be granted and in such a case, the room charges may be increased. A student requesting this option must have a doctor's note to explain the reason why a single room is needed and must formally request this option through the Academic Success Center. The number of roommates may vary among the residential facilities. Room charges may vary depending upon the number of persons living in a unit, and from facility to facility.

## **RESIDENTIAL LIFE GUIDELINES**

### **Air Conditioners**

No air conditioners of any kind may be installed in the residential facilities.

### **Bicycles, Skateboards, Rollerblades**

The safe use of bicycles, skateboards, rollerblades, etc. is permitted on the campus. Bikes may not be used or stored within the residential facilities.

**Students are responsible for the security of bicycles they bring onto the campus.** Bicycles shall be removed from the campus at the end of the school year; those left behind after move-out will be disposed of.

### **Candles and Incense**

The use of candles & incense is prohibited; this includes wickless gel candles and candle warmers. Candles will be confiscated. First time there will be a warning, second time there will be a fine of \$25. Diffusers are permitted.

## **Check-in and Check-Out**

Students shall complete a room condition agreement within one week of moving in. Upon leaving the residential facility, whether it be at the end of the school year, or in the case of a withdrawal or change of rooms during the year, each student must officially check-out with the Resident Assistant or Resident Director. The official check-out involves the removal of all the student's possessions from the facility, a thorough cleaning of the room and its furnishings, return of the student's key to campus safety, and review room with the Resident Assistant or Resident Director. Prior to the room review, students must schedule the check-out with the Resident Assistant or Resident Director. Failure to officially check-out of the residential facility will result in forfeiture of the student's housing deposit. In the event of damages: see also Damage and Accountability.

## **Changing Rooms**

Room changes are typically not allowed during the semester. Upon request to the Resident Director, room changes can be made at semester break when approved by the Resident Director. The check-out and check-in procedures shall be followed in the event of a room change.

## **Cleaning and Health Checks**

Students are responsible for maintaining a clean space. This includes sweeping, removing trash, keeping any appliances clean, properly disposing of expired food products, doing laundry, and cleaning bathroom facilities (if applicable). With advance notice to the students, the Resident Director shall perform room inspections regularly throughout the school year to monitor living conditions within the rooms of the residential facilities. If the condition of a room is found to be unacceptable in any way, the students may be given 24 hours to correct the deficiencies. If, upon the second check, the deficiencies have not been corrected, the residents of the room shall be fined \$25. This fine shall be assessed against their housing deposit. Upon repeated offenses of the room inspection process, the Resident Director may choose to apply any necessary fines upon the initial check of the room.

## Curfew

If a student must be late for curfew, prior arrangement should be made with the Resident Director. Curfew violations shall be handled by the Resident Director and may include disciplinary action appropriate to the level of the violation.

*See also: Overnight Absence/Staying Off Campus.*

### **Curfew:**

Sunday – Thurs. nights: 12:30am  
Friday - Saturday nights: 2:00am

-Students are expected to be in and remain in the residential facilities from curfew until the following morning.

## Damage and Accountability

Students living in the university's residential facilities are required to pay a \$100 housing deposit. Students are responsible for any damage they cause to the residential facilities or to any university property. The costs for repair of any such damage will be deducted from the student's housing deposit. If costs exceed the amount of the housing deposit, the excess will be charged to the student's account. In the case where damage within a room, suite, apartment, or house cannot be attributed to an individual occupant, the costs will be equally split between the residents. In the case where damage to common areas within a residential facility cannot be attributed to an individual student or students, the costs will be equally split between the residents of a hall, floor, or the entire facility, as deemed applicable by the Resident Director. Prior to the beginning of each school year, students who have had charges made to their housing deposit in the previous year shall pay the additional funds necessary to bring their housing deposit back to the full \$100 before they will be permitted to move back into the residential facilities.

## Decorating

Students are allowed to decorate their rooms if they so choose. Decorations shall be appropriate to the university's standards. Only fasteners that will not damage or leave residue after removal are permitted. Command hooks and strips are recommended. No items should be hung from exposed pipes or fixtures. Students should consult their Resident Director if unsure of the appropriateness of their decorations and/or fasteners. Because of the potential fire hazard, live Christmas trees, wreaths, etc., are not permitted. Any damage caused by removal of decorations will be the student's responsibility.



## **Early Arrival/Delayed Move-Out**

Students are not permitted to move into the residential facilities prior to the posted dates and times, nor stay beyond the posted move-out dates and times. This applies to the beginning and end of the school year, as well as to breaks when the residential facilities are closed. See Holidays/Breaks. Violations of this policy warrant a fine of \$50 per day.

## **Electrical Appliances**

The use of electrical appliances is limited because of sanitation, safety, and circuit overload considerations. Hot plates, "Foreman" grills, griddles, electric frying pans, crock pots, instant pots, air fryers, toaster ovens, space heaters, halogen lamps, sun lamps or infrared lamps are not permitted in the residential facilities. Microwaves, small refrigerators, coffee makers, hot-air popcorn makers, toasters, blenders, and fans are permitted, provided they are UL listed appliances. All extension cords shall be heavy duty and UL listed. Appliances not directly plugged into a wall receptacle shall be plugged into a UL listed power strip with overload protection. Appliances not listed must be approved by the Resident Director.

## **Emergency Procedures**

Fire drills will be held throughout the school year to ensure that residents will be able to evacuate the facilities quickly and safely if necessary. Fire and tornado procedures are posted in the residential facilities. Students who are present at the time of safety drills must participate. Failure to responsibly participate will result in a \$50 fine and may result in disciplinary action. *See also: Security/Safety.*

## **Firearms/Weapons/Explosives**

The possession of firearms, weapons and explosives on campus is prohibited. Refer to the Student Handbook for details. Airsoft guns and paintball guns may not be used on campus or stored in the residential facilities.

## **Furniture**

Each student living in a residential facility is provided with the minimum of a desk, chair, bed, and dresser. **This furniture may not be removed from the room, disassembled, or modified in any way by the student.** Some of this furniture is designed to be arranged in several configurations and, at the

beginning of the school year, the residence life staff, or maintenance staff will configure it as closely as possible to the student's request.

*Personal Furniture:* Students are welcome to bring additional furniture for their rooms. The removal, storage or disposal of any personal furniture is the responsibility of the student. If personal furniture is left behind, a fine of up to \$100 will be assessed for each item and Bethel will not be responsible for storing these items.

## **Guests**

Students are permitted to have guests of the same gender stay with them in the residential facilities. Guests should be peers of the students (not young children, parent, or other adults). In consideration of roommates and other residents, no overnight guest (including other campus residents) may stay with a student more than three nights per semester. If a guest stays with a student more than three nights in a semester, the student will be fined \$50 for each additional night. All overnight guests must be registered with the Resident Assistant and are required to comply with the residential life guidelines. Hosting students are responsible for the behavior of their guests.

## **Hallways/Stairwells**

The hallways and stairwells of the residential facilities provide emergency exits for the residents and must be always kept clear. Students may not place personal possessions or trash in these areas at any time. Leaving items in the hallways and stair wells may result in a fine determined by the RD.

## **Holidays/Breaks**

**All residential facilities are closed during semester break and spring break.**

**There will be no access to the residential facilities during these breaks.** During all academic breaks, most campus facilities (including food service) are closed, and students are encouraged to spend these breaks away from campus. Those who choose to stay on campus during breaks where the residential facilities remain open must notify the Resident Director that they will be staying in their rooms. **All university policies, including residential life guidelines, remain in effect during breaks.**

## **ID Cards**

Each student is issued a university ID card. This card is required to access most of the residential facilities, as well as other facilities on campus. The card is also required when utilizing the student's meal plan. Students are responsible for

always maintaining possession of their ID card. Lost, stolen or damaged ID cards may be replaced in the Student Life Office for a fee of \$10. A card that is defective due to normal wear may be replaced at no charge.

## **Inspections**

Authorized university personnel may enter a student's room for reasons of health, safety, and general welfare, or to make necessary repairs to the room or room equipment. The university reserves the right to conduct searches and inspections of persons, residential living areas, vehicles, computers, furniture, clothing, purses, book bags and lockers while on university property or during university sponsored functions, with or without the student present and without warning. These searches will be approved by the Dean of Students or Vice President for Student Development. "Reasonable cause to believe" (not the protected criminal law standard of "probable cause") is justification for search by university officials. A student who lives in campus housing waives objection to reasonable searches by university authorities charged with the responsibility of maintaining discipline and order. Items, substances, and information discovered during these searches may be retained by the university and, when appropriate, may be turned over to law enforcement authorities.

## **Keys**

All students are issued keys to their rooms, apartments, or houses. Students are responsible for always maintaining possession of their keys. In the event of a lost key, the student shall report the loss to the Resident Director and visit Campus Safety to acquire a replacement for a fee of \$25. Failure to return a key upon move-out shall result in a charge of \$25 being assessed to the student's housing deposit.

## **Laundry**

Free laundry facilities are available to all campus residents and may not be used by outside guests. Students should remove their items from the machines in a timely fashion, clean up detergent/softener spills, clean out lint traps with each use, dispose of dryer sheets and follow posted instructions for machine use and detergent/softener use. The Resident Director may assess a fine for improper use of the laundry facilities.

## Lounges/Lobbies

Several of the residential facilities have common areas which are open to members of the opposite sex. Lounge furniture is to remain in these spaces. Removal may result in a \$25 fine. *See Lounge Hours.* *See also Open Dorms for expectations.*

## Maintenance Requests

Students shall report any problems with the residential facilities to their Resident

Assistant or Resident Director. The Resident Director will file a maintenance request to have the problem corrected. Students should notify the Resident Director if the problems are not corrected within a reasonable amount of time.

## Media: Music, Movies, Shows and Video Games

Students are generally permitted to use any form of media on campus unless it contains sexually explicit or pornographic material, excessive profanity, or violence, promotes or celebrates the occult, devalues a particular gender or race, or devalues the worth of God. Movies, music, shows and video games with warning labels, ratings for mature audiences, or "R" (restricted) ratings should be avoided unless they are specifically designed for educational and/or cultural purposes.

Students are encouraged to use wise judgement regarding the content and quantity of their media consumption and consider how their media choices may affect others around them. University staff members, including Resident Assistants, are responsible for maintaining a healthy and edifying living environment for all students, and will prohibit any form of media that is considered in poor taste or in conflict with the university's mission and policies. Students who repeatedly violate this policy will be subject to disciplinary action.

### *Lounge Hours:*

#### **SHUPE**

3<sup>rd</sup> floor - Daily, noon – midnight

Lobby – Daily, 8am - curfew

#### **BRIDGES HALL**

Daily, 8am - curfew

#### **FOUNDERS VILLAGE (BASEMENT)**

Monday – Friday, from 6 p.m. – midnight

Saturday – Sunday, from noon – midnight

#### **SAILOR (ACORN AND GREAT ROOM)**

Daily, from 8 a.m. – curfew

*Illegal Downloading:*

Illegal file sharing and the downloading or possession of copyrighted materials is prohibited.

*Public viewing:*

It is illegal to show films in public venues unless rights are obtained, and appropriate fees are paid. Because of copyright laws, movies may only be viewed in a student's room.

*Pornography:*

Pornographic materials in any form are not to be viewed, possessed, or distributed on or away from campus. Further, the use of institutional or personal computers for the viewing, transmission, retrieval and/or storage of such material is prohibited.

**Open Dorms**

“Open dorms” is the only time that members of the opposite sex are permitted in the residential facilities, other than in the lounges.

During open dorm hours, all residents of the facility must be modestly clothed while in the facility’s common areas, or in their rooms if the door is open.

<p><b>Open Dorms Hours:</b> Fridays 6 p.m. – midnight Saturdays and Sundays, noon - midnight</p>
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When members of the opposite sex are present, room doors must be fully open, and the overhead lights kept on. The window blinds to the common areas in the Perimeter houses must be fully open when members of the opposite sex are present. When visiting an apartment, the opposite sex may visit all areas except the bedroom. If a bed is used as a couch, students must be sitting up, as if in chairs. Inappropriate activities including making out, overlapping, and sharing a blanket are not permitted. Any violation of the “open dorm” policy will result in disciplinary action. Repeated violations of the policy may result in the suspension of “open dorms” for individuals, select rooms/apartments or the entire residential facility for a period of time, as determined by the Resident Director.

## Overnight Absence (Staying Off Campus)

Students must notify their Resident Director or Resident Assistant whenever they choose to spend a night off campus and will provide a contact number where they can be reached. Students are not permitted to stay overnight alone with a member of the opposite sex.

## Pets

Pets are not permitted in the residential facilities, except for small fish.

## Quiet Hours

These hours are required out of respect for others in the community.

### ***Quiet Hours:***

Quiet hours are from 11 p.m. until 7 a.m., and from midnight until 8 a.m. on open dorm nights.

## Residential Facility Meetings

There will be a meeting for all the residents of each residential facility at the beginning of each semester to review residential facility and university policies, announce upcoming events, and answer questions. The Resident Director may call additional residential facility meetings as necessary during the year.

**Attendance at these meetings is mandatory** unless excused by the Resident Director. Failure to attend will result in a \$25 fine.

## Security/Safety

For security and safety, most residential facilities have controlled access entries. Tampering with, disabling, or overriding a security, access or safety system — including individual door/room locks — is prohibited and will result in a fine of \$50 and/or disciplinary action. Students are cautioned not to let strangers into the residential facilities and should call their Resident Director or campus safety whenever unsure. Students are cautioned to keep their rooms locked at all times when not present.

Students should keep records of the serial numbers of their valuables and never leave cash, purses, or wallets in plain sight. Campus Safety provides an engraving service for students' valuables.

## **Storage**

Some of the residential facilities have limited storage space which may be used by students if approved by the Resident Director. Students are responsible for removal of stored possessions at the end of the school year. Anything left behind is subject to disposal, and a fine may be assessed to the student's account. There is **limited storage** space available over the summer for possessions of international students and students who live **more than 400 miles** from the campus. Furniture and carpeting may not be stored. The university assumes no responsibility for the possessions of any student while stored in the residential facility.

## **Sunbathing**

Sunbathing is not permitted on the campus. Modest attire is expected of all students when not in the privacy of the residential facilities.

## **Water Balloons/Squirt Guns**

Water balloons, squirt guns, water fights, and snowball fights are not permitted in the residential facilities.

## **Windows and Screens**

Students are not permitted to remove window screens at any time. Entering or exiting a building through a window is prohibited and will result in a fine of \$25 and/or disciplinary action except in the case of an emergency.