**ASBURY HANDBOOK**
All college policies as listed in the Handbook are to be followed by Aldersgate residents.

**RESIDENCE COUNCIL**
Two residents from each house may apply to be on the Aldersgate Residence Council. Members will have the opportunity to give input and make recommendations about Aldersgate’s programming, policies, and physical appearance.

**COMMUNITY HOURS**
The community hour in Aldersgate is the same as in traditional halls: Sunday – Thursday: 11 pm; Friday: 1 am; Saturday: 12 am. Because many Aldersgate residents are seniors, we factor in an automatic extension on traditional Asbury community hours so that residents need not communicate with Res Life if they will be taking their extension. Community hours (including this automatic extension) begin at the following times:

- Sunday - Thursday: 12:30 a.m.
- Friday: 2:30 a.m.
- Saturday: 1:30 a.m.

Because extension is factored in, no extensions are given past the above listed community hour. If you anticipate coming in past community hour because of an extenuating circumstance (E.G. working late at work, long trip home after break, concert in Louisville, etc.), please communicate with your RA/RD ahead of time. All door activity (signing in/signing out) after the above listed community hour must be written on a sheet provided in your house lobby.

Be aware that the alarm will be armed between 11 pm and 7 am, so you will need to use your ID card to enter/exit the building after this time.

**VISITATION**
Visitation shall be decided upon by each individual house in Aldersgate Commons. Choices include:

1. Visitation any day of the week from 4 pm to community hour. Each apartment receives 15 visitations for the semester
2. Visitation only on Thursday—Sunday, 1 pm until community hour. There is no set number for visitations granted to each apartment.

Regardless of the policy each house chooses, each apartment must communicate its preferred visitation time with the RA of its house or with the RD 24 hours in advance of the visitation. Please communicate with your roommates your visitation plans.

During the visitation, two females and two males should be present at all times

**FAMILY VISITATION**
Family members of the opposite sex are permitted to visit at any time, as long as the resident has communicated with their RA before family members arrive. Family members of the opposite sex are not allowed to visit the apartment at any time if they are an Asbury student, are 18-25 years of age, or are dating another member of the apartment. See RD for approval in such cases.
OVERNIGHT GUESTS
Please communicate ahead of time with your roommates and RA when you want to invite overnight guests, and you will need to sign these guests in and out at the communication center in the lobby of your house.

LOUNGE
The lounge is open to all Aldersgate residents, but may be reserved by student organizations for certain activities. Due to copy write laws, only publicly broadcast movies (on TBS, AMC, TNT, etc.) or television shows may be viewed on the lobby’s television. Please view these shows and/or movies with discretion. We welcome any shows that will build community in an encouraging, uplifting, and wholesome fashion.

LAUNDRY ROOM
The laundry room can be unlocked using your apartment key. Please be mindful of other residents who need to use the laundry facilities and remove your clothes soon after they have finished their laundry cycle. Clothing left in the laundry room for more than three days will become lost and found and eventually given to Wilmore Community Center.

STORAGE
Limited storage is provided in the area located between the lounge and laundry room. No furniture may be stored in this space. Everything must be in boxes that are sealed and labeled with your name and apartment. If you leave any belongings in storage after the academic term ends (May), these will be donated to a charitable organization.

BUILDING SECURITY
Doors are always locked, and they are alarmed between 11 pm and 7 am. Residents may enter using key card entry. Your apartment key will open your apartment (and your bedroom in Pike and Howell), the laundry room and the lounge.
In case of an emergency, you may dial “0” on any campus phone to reach the RD on duty. If you have a non-emergency need, dial Ext. 2614 to access the RA on call calendar or Ext. 4615 to contact the RD.

FIRE AND SAFETY
Residents should be mindful of the extension cords they use: Use surge protection strips to connect multiple items to your extension cord. Otherwise, only one item can be attached to a single cord. When the fire alarm goes off each resident is required to leave the building and meet in the middle of the Commons.

STAIRWELLS
Fire code requires that stairwells remain clear and free of boxes, suitcases, garbage, bikes, etc. RAs will put any items outside your apartment back in your apartment or donate them to a charitable organization.

APARTMENT CARE
Walls: Residents may hang pictures, mirrors, etc. on the walls using small nails and picture hooks. Curtain rods may also be hung from the walls, as long as the rods are not attached to the window frame. Please do not use nails on the doors.
Furniture: Furniture is to be kept in the apartment at all times, and outside lofts may not be brought inside. You are responsible for taking good care of the furniture and cleaning the apartment.
Windows: Window screens are to be left in place at all times
**Christmas:** Christmas decorations must be pre-approved by your RA or RD to ensure safety regulations are being met.

**Fire Safety:** Glass or ceramic light fixtures must cover the light bulbs at all times, and State fire regulations prohibit the burning of anything (including candles) in the apartments. Grills, charcoal, lighter fluid, or propane are allowed in the buildings at any time.

**NOISE LEVEL**
Out of respect for those that live around you please be considerate about your noise level. It is important to note that noise carries significantly in the stairwells. Be courteous if you are requested by another apartment or by an RA to decrease the noise level in your apartment.

**HOUSE PARTICIPATION**
Each resident will be expected to participate in house meetings and community functions scheduled for Aldersgate.

*Please contact your RA or RD if you have any questions or comments or need clarification about any of the above policies and procedures.*