

METHODIST THEOLOGICAL SCHOOL

— IN OHIO —

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2008-2009 HOUSING HANDBOOK

DEWIRE RESIDENCE HALL

HELEN WERNER APARTMENT BUILDING

KLEIST MANOR APARTMENTS

**GENERAL POLICIES, PROCEDURES, AND USEFUL INFORMATION
FOR STUDENTS**

POLICE AND FIRE EMERGENCY

The City of Delaware provides police and fire protection for MTSO.

IF YOU SEE FIRE OR HAVE A MEDICAL EMERGENCY:

I. FIRST CALL 9-1-1.

9-9-1-1 if you are calling from any campus building.

II. THEN CALL:

Jim Rohler, MTSO MAINTENANCE DEPARTMENT

Cell 740-360-3924

If no answer, leave a message AND try Ext. 3380

AND

Your RA / an RA:

Home Phone

Cell Phone

Helen Werner Apartment Building:

Pam Doore (#209) Ext. 3346 Cell: 585-472-0913

Jeremy Stenger (#210) Ext. 3347 Cell: 440-478-6686

Kleist Manor Apartments:

Tony and Lindsay Imagie-Douglas (A-1)

Ext. 3841

Cell: 740-803-1413 (Tony)

Cell: 740-803-0941 (Lindsay)

Dewire Residence Hall:

Robin Dillon (#107 & 109) Ext. 3477 & 3479 Cell: 317-847-9372

URGENT FACILITY REPAIRS

Monday - Friday, 8:00 AM – 5:00 PM

Call: Ext. 3380 (Maintenance) or 740-360-3924 (Jim Rohler's Cell Phone)

Or Ext. 0 (Werner Hall Receptionist's Desk)

Off Hour/Weekend Contacts

Your RA / an RA: (See above)

<u>Staff Personnel</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Jim Rohler		740-360-3924
B. R. Hoffman	740-524-8852	614-296-0270

Non-Emergency

Delaware Police Department 740-361-1111

Delaware Fire Department 740-369-4418

FIRST THINGS FIRST...

Welcome (or welcome back) to campus housing! Methodist Theological School in Ohio values your presence and your decision to live on campus!

We believe our housing facilities are an exceptional resource, and provide an excellent opportunity to enrich your seminary experience. Convenience, community and reasonable cost are all prized attributes of our housing program. Please know that the "Housing Team" and maintenance staffs are always open to conversations about housing matters, and will make every effort to respond to concerns and accommodate requests.

Jim Rohler, Superintendent of Buildings & Grounds and Housing Coordinator

Pam Doore, Helen Werner Apartment Building Resident Assistant

Jeremy Stenger, Assistant RA in Helen Werner Apartment Building

Tony and Lindsay Imagie-Douglas, Kleist Manors Resident Assistants

Robin Dillon, Dewire Residence Hall Resident Assistant

Leslie Taylor, Director of Student Life

B. R. Hoffman, Custodial Service Planning Clerk

Keith Huffman, Building Maintenance Technician

Judy England and Diane Kensinger, Business Office

If you are off-campus and need to reach someone on campus during business hours, the FRONT DESK PHONE is 740-363-1146.

MOVING IN

Access Code for the Back Gate

The electric gate at the back entrance to campus is designed to limit the amount of non-MTSO traffic driving through campus. The access code for the gate is 3081.

Keys

If you're reading this, you will have received whatever keys and key cards you need. We need written acknowledgement from you that you have received these items, and the policies regarding the issuance of additional or replacement keys/key cards. The form is part of the "move-in packet" that included this Handbook. If you have not already done so, please return the form. If you need another form, please contact Jim Rohler.

Housing License

The Housing License is the basic document that governs the relationship between the School and those living in campus housing facilities. A copy of the license for your housing unit is included in your Move-In Packet.

Walk Through

Please complete your "walk through" and return the completed form to Jim Rohler as soon as possible, but no later than two weeks after moving in. The purpose of this form is to provide a baseline record of conditions in your unit for our mutual reference.

- Water heaters – There should be 3 feet of clear space in front of the water heater. (No flammable materials can come within 3 feet of the heater.) Do not wrap in insulating blankets around the water heater.
- Storm Doors - If the screen, the handle, etc. on your screen door are in need of repair, report the issue to maintenance via workrequest@mtso.edu. Do not disconnect the door from the cylinder closer.
- Cabinets – Please report issues with cabinets, such as missing screws or loose knobs to maintenance.
- Floors – Report issues to maintenance if you notice flooring cracking or coming loose.

Repairs

If your Walk-Through Report indicates that repairs are needed, the standard process is as follows:

Please report all repairs needed using workrequest@mtso.edu, with a copy to your RA. The "workrequest" address will automatically copy Jim Rohler and Leslie Taylor. Hard copy Repair Request forms may also be used. They are available at the Reception Desk or outside the Business Office in Werner Hall. However, electronic submissions are best.

The important point is that ALL NON-EMERGENCY REPAIR REQUESTS MUST BE MADE IN WRITING. Mentioning the problem to a maintenance staff person is fine as a supplemental approach, but you need to precede and/or follow up any conversation with a written request – even if the maintenance person sees the problem and/or makes a note about it.

The Maintenance staff will respond as soon as possible. The goal is to provide an initial response (assessment and, if possible, the necessary repair) within 48 hours. Sometimes, things happen to delay planned timetables-- parts have to be ordered, or other matters require an "all hands on deck" response by the crew. If there has been no response or communication regarding your work request within 48 hours, please DO file another.

The Maintenance staff will try to schedule the repair for a time when you can be in your room or apartment. If that is not possible, the maintenance staff will leave a note telling you 1) when they were in your unit (there will always be two staff if you are not at home), and 2) what has been done and/or remains to be done.

Helpful Information about Our Campus

Reception Desk: Open from 8 AM to 5 PM weekdays. Internal callers, dial "O". External callers dial 740-363-1146.

Business Office: Open Monday-Friday 8:30-11:30 AM and 1 – 4:30 PM. Postage Stamps are available during business hours.

Mail Room: The mailroom is located in the basement of Werner Hall, next to the Coffee Shop and is open Monday-Friday 9 – 11 AM and 2-4 PM. The Mail Room is closed on MTSO holidays.

Every student is assigned a mailbox and you will keep this same mailbox throughout the time you are enrolled at MTSO. You will receive your mailbox number and combination at Orientation, or you may stop at the reception desk at Werner Hall. It is your responsibility to remove the contents of your mailbox on a regular basis. Often, important notices (including papers) are sent through campus mail. You can get to your mailbox at any time by using your swipe card to gain access to the Coffee Shop.

Emergency Needs Fund: A fund is available to any student in need of emergency financial support. Contact the Director of Student Life, or if unavailable, the Registrar.

Food Pantry: Food is available at no cost to students in need. It is located in the Coffee Shop. Should you need perishable food, please contact the Director of Student Life.

Prayer Requests: Prayers requests are shared via an email prayer chain. To become a member of the prayer chain and/or to send prayer requests, send a message to Datha Myers, dmyers@mtso.edu.

Commuter Student Parking: Available in the large lots near the library and classrooms. Please observe any posted signs. Parking on the grass is not permitted. If you live on campus, we encourage you to walk to class, if you are able.

Copy Machine: A coin-operated copy machine is available for your use in the library.

Phones: Local calls can be made from “house” phones located in the Coffee Shop, Reception area in Werner Hall, Dining Hall foyer, Gault Hall, Gallery next to Library, and in the Dewire Residence Hall Lounge. Call boxes are located outside the main entrances to the Helen Werner Apartment Building and the Dewire Residence Hall.

Vending Machines serving Coffee, Soda, Water, and Snacks are located in the Coffee Shop.

Dunn Dining Hall serves Breakfast and Lunch (Tuesday-Thursday) and Dinner (Monday-Wednesday) during the academic year, when school is in session. A multiple meal card may be purchased in advance for each meal. You pay for 5 meals and get the sixth meal free of charge. You may also have a multiple meal plan added to your student account. See other details below.

Student Life: If you have a suggestion or concern, you can contact our Director of Student Life, Leslie Taylor at ltaylor@mtso.edu or call x3126. She is on campus Tuesdays and Wednesdays from 9-6:30 PM.

The Frazer Prayer and Meditation Room is located on the first floor of Gault Hall, just outside the Burgett Preaching Chapel (Gault 145). It is available to you whenever Gault Hall is open.

Sabbath Space (formerly the Gene Vest Conference Room) was a gift to the campus from the Class of 2007. This is a comfortable space with chairs, a table, a fountain, and a restroom. If you need a quiet place to study and put your feet up between classes, this could be the place. It is located on the lower level of Werner Hall, between Cokesbury Bookstore and the Gault elevator.

Library Hours Monday through Thursday 8 AM-10 PM; Friday 8 AM -6 PM, Saturday 10 AM-6 PM; Sunday 5-9 PM. Any changes are posted on the library doors and the library page of the MTSO website: www.mtso.edu/library. The library staff will send an email to all MTSO students when the schedule changes.

Free Short-Term Counseling is available for all MTSO students and staff through the Pastoral Care department of Riverside Methodist Hospital at no cost. Persons seeking these services will need to make arrangements to meet with a pastoral care staff person at Riverside. Please contact the office of the Academic Dean, the Director of Student Life or Orin Newberry, Director of Pastoral Care at Riverside Methodist Hospital (614-566-5307) for additional information.

Spiritual Directors are available and you are encouraged to utilize their services. Deborah Ling, Donna Green and Rick Hatem are all available to meet with you. To schedule an appointment with one of our Spiritual Directors, call the person with whom you would like to meet. Brochures with short biographies and phone numbers of each one of our mentors is available in Meyer Lounge and through the Office of the Director of Student Life.

Campus Housing: Resident Advisors (RAs) are available to enhance your on-campus living experience. They are your contact for miscellaneous questions, concerns or needs regarding your living quarters, including building and room access.

Emergency Room: The nearest Hospital Emergency Room is at Grady Memorial Hospital, 561 W. Central Avenue in Delaware (Rt. 37 W). The most direct route from campus: U.S. 23 North to William Street exit. Left on William; right on Sandusky; left on Central (Rt. 37 West).

Exercise Room is located in the lower level of the Dewire Residence Hall and you will need a keycard to access the room. You may see Jim Rohler to have your existing keycard programmed for the necessary doors (outside and room) or for a new keycard.

For insurance and liability reasons, the following rules apply to use of equipment in the room: **Fitness and Weight Equipment:**

Students, student spouses and dependents (who are at least 16 years of age), guests, faculty and staff of Methodist Theological School in Ohio are welcome to use the fitness and weight equipment in this space. Individuals who are younger than 16 years of age are welcome to use the pool table and ping-pong table while under an adult's supervision. For insurance and liability reasons, no one younger than 16 years of age is permitted to use the weight or other fitness equipment. The equipment includes elliptical trainers, a treadmill, a recumbent bike and weight/resistance equipment. Please follow the directions for use of each piece of fitness equipment (found on the equipment) carefully. Use of this equipment is at your own risk.

Computer Equipment: Students, student spouses, guests, faculty and staff of Methodist Theological School in Ohio are welcome to use the computer equipment in this space. Students have priority use of the computer equipment during the academic terms (Fall Semester, January Term, Spring Semester, and Summer Terms) for their coursework. Children may use the computer equipment, but must be under adult supervision while doing so. The computers have Internet access and parents are encouraged to monitor the sites to which their children navigate. Unfortunately, we must be aware of the dangers of Internet predators and websites and chat rooms that lure unsuspecting youth.

A GUIDE TO DAILY LIVING IN CAMPUS HOUSING FROM A to Z

Air Conditioners

Each housing unit comes with an air conditioner. Please be sure to check with your RA if you are unsure of how your particular unit works. If there is a problem that cannot be resolved, please contact workrequest@mtso.edu.

Alcohol/ Substance Abuse Policy

Private consumption of alcohol in the residences is permitted (in moderation); however, the abuse of alcohol will be a cause for concern and possible intervention. Referrals to professional help is available if needed.

MTSO prohibits the unlawful use, possession or distribution of alcoholic beverages or illicit drugs. MTSO, through the Office of the Academic Dean, will work with any student suspected of violating this policy.

A first sanction for unlawful use or possession of alcoholic beverages or illicit drugs would generally require, as a minimum, drug and alcohol assessment and, if needed, counseling and rehabilitation. Other disciplinary sanctions could be imposed through the personal/professional misconduct disciplinary processes. Repeated instances of substance abuse will absolutely constitute grounds for suspension or expulsion. Suspected unlawful distribution of alcoholic beverages or illicit drugs will be referred to legal authorities. The student would also be subject to disciplinary action by MTSO, including expulsion.

Bicycles/Skateboards/Etc.

The expectation is that common sense, courtesy and safety will guide the general use and storage of these items. The use of bicycles, skateboards, scooters, and roller blades is permitted on sidewalks, but not on steps, in the Dickinson courtyard, or in any campus building.

Campus Patrol:

The City of Delaware Police Department will patrol the campus in the evenings and after dark. MTSO is in the city limits of Delaware and all City and State laws are enforced on campus. If any police action is taken on campus, the Delaware Police Department will inform MTSO of any violations and all actions taken. Annually, MTSO has to report and record all major accidents and police activity that takes place on campus.

Children

Children are a loved and treasured part of community life at MTSO. They are welcome at Chapel services and, unless specifically stated otherwise, at all other community events. Residents are responsible for the behavior of their children and their children's guests. The expectation is that children will be supervised at all times, and that parents and children will respect others, as well as the grounds and property of MTSO. For example, toys and bikes should be gathered by their owners each evening, rather than left on sidewalks, parking lots or the campus roadway.

MTSO encourages children to use on-campus play areas. It should be noted that the road between Kleist Manors and Dewire Residence Hall is an active road, and so care needs to be taken when crossing from the Kleist Manor apartments to the play area in the field next to Dewire Residence Hall. New playground equipment is expected later this year and will be located behind Kleist Manor Apartments.

The City of Delaware has established the following curfews for children:

Ages 12-18: Weekdays during the School year: 11:00p.m.-4:30 a.m.

Friday-Saturday: midnight -4:30a.m.

Under age 12: Dark to dawn (In the winter months, this can be as early as 5:00p.m.)

The School is not responsible for enforcing these curfews, but encourages parents to observe them.

GUIDELINES FOR CHILDREN LIVING ON CAMPUS

(Developed by Parents for Parents, March, 2006. Revised August 2008)

The MTSO Housing Handbook states that Kleist Manor residents are responsible for the behavior of their children and their children's guests. The following more specific guidelines grew out of parents' conversations with the MTSO administration about safety and security issues on campus. They are offered as a framework for parenting decisions of Kleist Manor residents.

Please be advised that children should not to be in administration or faculty office areas (Gault and Werner Halls) unless they are accompanied by a student, parent or guardian.

1. Children should not be in the classrooms during class time, unless previous arrangements have been made with the professor. The classrooms are off limits to unsupervised children while classes are not in session.

2. No child under the age of 10 should be "down the hill" without adult supervision. This includes the library parking lot, library, the coffee shop, and the pond/gazebo area. All unsupervised visits by older children should be after 5:00 PM when the majority of classes are over and business hours are over. *The volume of traffic in the "front entrance" area is significant. The area is also visible to traffic on Rt. 23, making unsupervised children potentially vulnerable. We recognize that decisions about the age at which children are allowed to play alone will vary from family to family and even from child to child within the same family. The general point is that there needs to be a carefully considered decision about this matter, and that both the child's level of responsibility and judgment and the environment need to be taken into account.)*

3. The "buddy system" is recommended for any child playing by or in the creek. If your child cannot swim, you must supervise them at all times at the creek. Please be aware that MTSO's property line runs down the middle of the creek.

4. Children are welcome and encouraged to attend Chapel with their parents.

5. Children are welcome and encouraged to join our community during meals in the Dining Hall. (Note the discounted rate for children and availability of high chairs. Children under two are free.)

6. While our community encourages sharing, please have your child ask before playing with toys from neighbors' porches, and see that they return the items when done.

7. Children are not to be in the Apartment Building/Residence Hall or grounds immediately surrounding them unless supervised by an adult.

8. The area of unsupervised play for your child is in the Kleist Manor courtyards, front grounds and field directly across from the family housing.

Please do not leave playground equipment or material upon moving out of the community, unless someone has specifically said they would like the item and is willing to take responsibly for the care and upkeep of the item.

Cohabitation

Cohabitation is not permitted in campus housing facilities. (The Housing License states that campus housing is available only to “enrolled students and their immediate families (spouse and/or dependent children).” The MTSO Student Handbook states “Methodist Theological School in Ohio recognizes that consensual sex between unmarried persons is a controversial aspect of modern society. While no obvious societal consensus on the topic is likely, students must understand that in a seminary affiliated with the United Methodist Church, expectations are present which may be at odds with sexual norms and practices tolerated by the society at large.”

Dining Hall

A “board plan” is part of the housing package for all Dewire Residence Hall residents. Apartment Building and Kleist Manor residents, families and guests are invited (and encouraged!) to eat some meals in Dunn Dining Hall, either on a pay-as-you-go basis or through setting up a pre-paid meal card, or by purchasing meals in advance for the semester (see below). DDH offers convenience, value and flavor! Watch The Cubicle for weekly menus.

PRICES: Breakfast \$3.50 Lunch \$5.25 Dinner \$6.25

PRE-PAID CARDS: You may purchase pre-paid cards for breakfast (\$17.50), lunch (\$26.25) or dinner (\$31.25). In each case, you’re paying for five meals, and you get the 6th free. The cards are a real convenience if you decide to have a meal in the Dining Hall at the last minute.

Optional Semester Board Plan: (This amount will be added to your student account each semester it is selected)

2 meals/week: \$168 per semester

3 meals/week: \$252 per semester

4 meals/week: \$336 per semester

5 meals/week: \$420 per semester

HOURS OF OPERATION:

Dunn Dining Hall is open for *dinner on Monday through lunch on Thursday.*

Breakfast: 7:30 to 8:30 a.m. (Tuesday-Wednesday-Thursday)

Lunch: 11:30 a.m. to 1:00 p.m. (Tuesday-Wednesday-Thursday)

Dinner: 5:00 to 6:00 p.m. (Monday-Tuesday-Wednesday)

The Dining Hall staff welcomes menu suggestions, and will do their best to accommodate your special dietary and scheduling needs.

Contact Lola Music or Suzy Davis (x3377).

Disabilities

One room in Dewire Residence Hall is wheelchair accessible and has been designated to accommodate students with physical disabilities. Housing requests from students with physical disabilities will be given every consideration, but the number of on-campus housing options is quite limited. MTSO does not guarantee housing availability for any student. While MTSO has a policy of “no pets”, companion animals are welcome on campus. If you or a member of your family has a companion animal to assist with a physical challenge (vision, hearing), please inform the Jim Rohler so we can make appropriate arrangements.

Dewire Residence Hall "Dorm" Lounge

One of the comfortable spaces in which to study and/or have a meeting is the Dorm Lounge. This room can be reserved for student activities as needed. If you are studying in the Dorm Lounge and a group has reserved it, please leave and find another place to study. When it is not in use or reserved by another group, students are permitted to study, relax, watch television in the Lounge until 10 PM, after which, they must be the invited guest of a Dewire resident. Please respect the privacy of those students who live in the Residence Hall.

Firearms

Firearms are not permitted anywhere on campus, including any campus housing unit. The official policy statement is as follows: "Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, or attempt to convey a deadly firearm or dangerous ordnance onto the property of Methodist Theological School in Ohio. In addition, it is important to note that a valid license does not authorize the licensee to carry a weapon onto the school premises."

Food Pantry

Interested students staff a "self-serve" Food Pantry. It is located next to the "Coffee Shop" kitchen/vending area, which is next to the mailboxes in Werner Hall. Every student has a swipe card that allows 24/7 access to the Coffee Shop, so the Food Pantry (and your mailboxes) are accessible at any hour of any day. Feel free to take items from, or provide items for, the Food Pantry cupboards at any time. Please remember that this is a limited supply of food and to be used generally for emergencies. If you need food for more than a day or two, or if perishable food is needed, please see Leslie Taylor, Director of Student Life.

Guests

Only enrolled students and their spouse and/or dependent children, or MTSO faculty or staff are permitted to live in campus housing units. You are permitted to have overnight or short-term guests, but you may want to consider reserving a room for them in the Dewire Residence Hall (fully furnished sleeping rooms; shared bathrooms) or a guest apartment in the Helen Werner Apartment Building or Kleist Manors. Availability is limited, and charges range from \$40 to \$80 per night. Contact Jim Rohler at JRohler@mtso.edu for reservation forms and further information. Residents are responsible for the actions of their guests while they are visiting campus housing units, and/or staying in guest rooms.

Home Improvements

Please check with Jim Rohler before you tackle any "home improvement" project that involves more than pounding a small nail to hang a picture! As a general rule, we ask you to live with the paint that is on the walls and the carpet or tile that is on the floor of your housing unit when you move in. If either needs repair/attention, please file a work request (workrequest@mtso.edu).

Internet Access/ E-mail

All housing units are wired for high-speed Internet access, and free MTSO e-mail accounts are assigned automatically to all enrolled students. You may choose to point your mtso.edu e-mail to another address if you wish. To connect your computer to the campus network, you will need wireless capability or an Ethernet card (network card) and a Category 5 data cable.

MTSO faculty and staff will use mtso.edu mail for a variety of official purposes, including notification of deadlines and other information of a time-sensitive nature. You are expected to check your e-mail account frequently as notification of deadlines, class cancellations, etc. will be posted. Please refer to the "Daily Announcements" section earlier for additional guidelines.

Laundry Facilities:

Washers and dryers can be found in the basement of the Helen Werner Apartment Building and on each floor of the Dewire Residence Hall. Kleist Manor apartment residents share a washer and dryer located between each set of apartments. There is no charge for campus housing residents to use these facilities. Please remember to empty the lint traps in the dryers (failing to do this is a fire hazard); sweep up spills, and generally clean up after yourself. *Neither the maintenance staff nor the RA is responsible for cleaning the laundry rooms.*

Lounge/Recreation Areas

The Helen Werner Apartment Building and Dewire Residence Hall each have lounge/recreation areas intended for the use of all residents of the facility. The first floor lounge of the Residence Hall is also regarded as a gathering space for the community. Children who reside on campus should be supervised by an adult whenever they are using one of the lounge/recreation areas. All areas are to be cleaned up after use (floors swept/vacuumed, trash picked up and thrown away, chairs returned to original position).

Noise Policy

Noise is unreasonable if, in the mind of an average person, it is too loud, prolonged or disturbing for the time of day. The following guidelines are helpful:

- Loud gatherings past midnight on a Friday or Saturday night are generally going to be unreasonable for most people.

- Loud gatherings past about 10:00 PM on other nights are generally going to be unreasonable for most people.

In the event that these guidelines are violated, the protocol to follow is this:

1. Ideally, the person who is bothered by the party should contact those making the noise directly and ask them to lower the noise level.
2. If the bothered person has already done this, and the noise continues, then the bothered person should contact an RA and have the RA inform those making the noise that the noise level needs to be lowered to a level that allows others in the building to sleep or go about their business. It may be that the bothered person needs to go directly to the RA for some reason. If that is the case, then so be it.
3. If, after this, the noise level continues unabated, then either the bothered person or the RA is free to call Leslie Taylor (614-214-4283) or even the Delaware Police Department (362-1111). She can contact those making the noise and ask them to lower the noise level.

Pets

The keeping of any pets, with the exception of fish and/or reptiles kept in a tank with a water capacity that does not exceed 10 gallons, is strictly prohibited. The resident will ensure that the reptile is not able to escape the tank. A Service/Companion animal for students or family members with a physical disability requiring the use of such an animal is permitted. These are not considered pets.

Personal Property Insurance

MTSO is not responsible for loss of personal property of campus housing residents due to theft, fire, smoke, water, etc. Accordingly, all campus housing residents are expected to carry some form of personal property insurance (i.e., "renter's insurance) on their belongings while living in campus housing facilities. Replacement coverage is recommended.

Postal Mail and Stamps

Mail service is provided for staff, faculty and ALL students (whether living on campus or not) through the mailroom, located adjacent to the Coffee Shop in Werner Hall. Students can send and receive both regular and campus mail through the mailroom. **Mallroom operating hours are posted on the mailroom door.** Postage stamps and postage for outgoing packages may be purchased **at the Business Office window** during its hours of operation (M-F: 8:30 -11:30 AM; 1:00 -4:30 PM). Please note mailroom summer hours of 9:00 -11:00AM and 2:00 - 4:00 PM will be observed during summer terms.

U.S. Mail arrives at MTSO each morning, and is distributed Monday-Friday, except school holidays. All students should pick up their mail regularly.

U.S. Mail is sent out daily, Monday-Friday, except School holidays. The mailroom closes at 4:00 PM daily, to process mail that so that it will be ready for pick up when the next day's delivery arrives.

To ensure that incoming mail reaches you as promptly as possible, please make sure those who will be corresponding with you include your MTSO box number (**NOT YOUR APARTMENT NUMBER**) as part of your MTSO address. The mailroom clerk (during mailroom hours) or receptionist will provide your mailbox number & combination. Please stop by as soon as possible after you move in.

Recycling Bins

The City of Delaware provides Recycling Bins for your use free of charge. Contact your RA or Jim Rohler for information and instructions regarding materials that are accepted, collection schedules and procedures, etc. (Note: Please remember to leave the blue bins here when you leave, as they are City of Delaware property.) There are recycling bins for aluminum cans, plastic bottles and paper in the Coffee Shop, Schooler Atrium, Gault Hall across from G133, and in the Copier rooms. Please utilize these opportunities to recycle.

Resident Assistants (RA)

Resident Assistants serve as key resource people for the residents of campus housing units. The RA is the person to see if you have locked yourself out of your room or apartment, want to share an idea for a community-building event, spot an emergency situation in your housing unit, etc. Your RA will also facilitate communication and community within your building/unit. Don't hesitate to contact your RA to talk about any housing-related matter.

RA Cell Phones

Each RA has a cell phone that can be used to help residents reach RAs in the event of an emergency or unusual situation. In the event you need assistance from your RA, you should try their School extension first, and then their cell phone. Also, in the event that the School loses electrical power for a sufficient amount of time to disable the phone system, RAs will allow residents to use their cell phone to make outgoing calls if necessary. See the inside front cover of this handbook.

Resident Concerns

The nature of the MTSO community is such that consideration of, respect for, and sensitivity to the needs of others is assumed to be valued and practiced. There are times, however, when you and your neighbor might have a different viewpoint and/ or cooperative residential life is proving to be challenging. In such a situation, the first course of action is to talk about the problem directly with the person(s) involved, assuming that is evident. If the problem cannot be resolved in this way, please talk with your Resident Assistant. When necessary, the RA will involve the Campus Housing Coordinator and/or the Director of Student Life.

Resident Parking

Parking spaces are limited. One assigned parking space is available in front of each Kleist Manor unit. There are 30 spaces behind the Helen Werner Apartment Building and there are 34 apartments; therefore, 4 spaces in front of Kleist will be used for HWAB residents. All other vehicles should be parked in the areas behind Dewire Residence Hall. If you plan to leave a car parked for an extended period of time, you must contact Jim Rohler. If you arrive through the back gate, the access code is 3081.

Safety and Security

You are the primary eyes and ears of the campus, particularly after dark. As campus residents, you are likely to develop the best sense of what is "normal" in terms of campus life. IF YOU NOTICE ANY ACTIVITY OR ANYONE THAT SEEMS UNUSUAL OR SUSPICIOUS, PLEASE SHARE YOUR CONCERNS WITH JIM ROHLER (740-360-3924) AND/OR YOUR RA RIGHT AWAY. (DO NOT WAIT UNTIL THE NEXT DAY.) Be sure to call **9-9-1-1** if you witness anything that gives you concern. The Delaware City Police Department, non-emergency number is **362-1111**.

One of the ways to prevent unwanted intruders in campus buildings is to remember that your swipe card gives you access to some buildings after they have been locked. Do not leave doors propped open. If you are expecting a guest (including pizza delivery) instruct your guest to utilize the call boxes outside the Helen Werner Apartment Building or the Dewire Residence Hall to gain entry to the building. The guest will dial your extension and you will come down to greet them.

School System

The MTSO campus is part of the highly regarded Olentangy School System. Parents of children who have lived in Kleist Manors and have attended school may be one of your best resources for information about the OSS. **Sanya Greathouse, Kleist parent, can be a reference for you.** The Olentangy School System can be reached by calling 657-4050 or logging onto www.olentangy.k12.oh.us.

Smoking

Smoking is prohibited in all buildings on the MTSO campus, INCLUDING all campus housing units. Do not smoke **within 25 feet** of the doors and windows on campus. Designated smoking areas are located outside each building. Please dispose of cigarette butts properly. Do not move the cigarette ash receptacles closer to the doors. Please be considerate.

Snow and Ice Removal

StewCare is our landscape and snow removal provider. Snow and ice are usually part of winter in Central Ohio. Campus walks, steps and the roadway will be cleared as soon as possible when a snowfall occurs. Clearing generally begins on the most-used walkways: near the Library, Gault Hall and Werner Hall. PLEASE USE CAUTION when approaching or leaving your housing unit during/after a snowfall or ice storm. The Maintenance team will provide the best possible snow/ice removal service, but it is not possible to ensure that any given surface will be completely free from snow and/or ice at any given time. Also, buckets containing "ice melt" crystals will be placed strategically around campus. Feel free to spread some of the crystals whenever you see a need. Please be aware that after a Level 3 snow emergency, it may take longer than usual to have our lots cleared. Please help one another, especially if the snow storm happens during a weekend.

Storage

Limited storage space is available to all campus housing residents. Each room in the Dewire Residence Hall has a lockable closet for storing items week-to-week. In addition, the Residence Hall and the Apartment Building contain storage "cages" in the basement levels of each building, and storage compartments are located under the E-building in the Kleist Manor. Generally, the units are available on a "one to a customer" basis. Unused spaces generally abound in the Residence Hall, and are available to students living in other units if overflow is necessary. We ask four things:

- Please LABEL any storage cage or area you are using
- Please provide your own LOCK for the lockable cages
- Please DO NOT any store flammable or perishable materials
- When you leave campus housing permanently, please REMOVE your belongings and make sure your storage area is ready for the next resident to use.

Storage areas will be inspected by MTSO staff at least once per semester and can be inspected by fire marshals at any time. MTSO assumes no responsibility for items left in storage areas. (See Personal Property Insurance above.)

Swap Shop/ Free Room

Since 2003, a room in the Helen Werner Apartment Building – on the ground floor, off the Laundry Room – has been designated as a "Swap Shop" where campus residents can place SMALLER furnishings and items THAT ARE FREE FOR THE TAKING. Please mark items as "free" and indicate whether there are any idiosyncrasies that need to be taken into account. Clean, new and

used clothing can also be placed in the Swap Shop. (Periodically, items left there will be taken to the United Methodist Free Store or other charity.)

Residents should also feel to use The Cubicle or "Daily Announcements", to notify others if they have furniture and/or furnishings (dishes, flatware, pots and pans, etc.) available for sale, or as give-away.

Telephones/Telephone Lines

MTSO provides free telephone lines to all campus housing units. Telephones are supplied in the Residence Hall only. (Kleist Manor and Apartment Building residents are expected to supply their own telephone instrument.)

Four courtesy phones are available for student use (for local calls only). They are located in: the Gallery next to the Library, Coffee Shop, Gault Hall and in the Werner Hall lobby. There are call boxes located outside the Helen Werner Apartment Building and the Dewire Residence Hall. If someone is coming to visit (including pizza delivery), your guest will dial your extension from the call box and you will come down to greet the guest. DO NOT LEAVE DOORS TO THE BUILDING PROPPED OPEN.

You can dial any on-campus number (four-digit extension) directly from any campus phone. You can also make local calls (we have a limited service area) by first dialing "9" for an outside line. You can also receive incoming long distance called (but NOT collect calls). TO PLACE A LONG DISTANCE CALL using your residence unit phone line, you will need to use a pre-paid phone card. (You may purchase prepaid phone cards from the MTSO Business Office if you wish.)

Your residence unit phone line is part of a linked system. If the campus loses electricity, we lose telephone service as well. In such a situation, your RA will have a cell phone that you can use if you need to place an outgoing call.

Contact Matthew Rehm (x3136) if there is a problem with your phone service.

Trash Removal

Dumpsters are provided for residents to dispose of trash. One is located in the parking lot behind the Apartment Building (for use by Apartment Building and Kleist Manor residents); the other is located in the parking lot behind the Residence Hall.

All campus housing residents are asked to take their trash to the dumpster rather than filling wastebaskets emptied by Maintenance staff.

The City of Delaware empties our dumpsters on Tuesday and Friday. They will empty ONLY what is INSIDE (as opposed to near or next to) the dumpster. Do not place furniture in or around the dumpsters. The City of Delaware will not remove these.

Additional "personal" garbage cans are not permitted outside your housing unit. (Animals have been known to be attracted to them, with unpleasant results.)

We will attempt to arrange for extra pick-up times when significant trash overloads are anticipated (e.g., beginning and ending of an academic term.) Please notify Jim Rohler if you find that the dumpster you use is filled to overflowing on a regular basis at other times.

Please be sure that vehicles do not block access to the dumpsters.

Walking Trail/Walking Club

A one-mile Walking Trail has been established on the campus. There are wooden markers that guide walkers on the trail, which includes a wooden footbridge for easy crossing at the creek. All students are invited to become members of the MTSO Walking Club, and to use the Walking Trail as part of a regular fitness routine/exercise regimen. Leslie Taylor, Director of Student Life, (and a competitive walker), coordinates the Walking Club.

Wildlife

MTSO strictly adheres to a "no pets" policy in its residence units (see "Pets" above), but does share the campus with various forms of wildlife including feral cats, skunks, moles, squirrels, geese, ducks, coyotes and the occasional deer. There may be times when these animals will approach you. (The geese, coyotes and the cats can be aggressive.) For obvious reasons, we ask you not to touch or feed these animals. Please notify Jim Rohler of any wildlife that you believe represents a danger or a nuisance.

FIRE SAFETY & EMERGENCIES

IN THE EVENT OF A FIRE call 9-9-1-1 and call the RA

FIRE SAFETY

Fire Drills: MTSO is required by our insurance company and the City of Delaware to have regular fire drills in all residence units. These fire drills are held at least annually and are unannounced. When you hear the fire alarm sound, please evacuate your room or apartment immediately, using the nearest exit.

Evacuation Guidelines: So that RAs can attempt to account for all residents when there is a fire drill/alarm, please evacuate using the following guidelines:

Dewire Residence Hall (Dorm) residents should proceed to the far side of the parking lot on the south side of the building.

Helen Werner Apartment Building residents should proceed to the front lawn of that building.

Kleist Manor residents should gather in the front lawn of their respective building.

Persons who do not evacuate a building during a fire drill can be assessed a fine by the fire marshal.

Alarm Systems: All residence units have fire alarm systems and smoke detectors that are checked by Maintenance staff on a regular basis. If you notice any problems with these alarms or detectors, please notify Maintenance (workrequest@mtso.edu). IF AN ALARM OR DETECTOR IS SOUNDING, PLEASE CONTACT Maintenance (x3380) or the Front Desk (O from any campus phone) immediately, during business hours. After hours, the RAs and Jim Rohler are the contact people. (See the inside front cover of this handbook for all the telephone numbers).

Once an alarm has sounded, it needs to be re-set in the living area as well as the in the Administration Building—regardless of the time it is occurring. IF the alarm is in YOUR living area AND YOU ARE CERTAIN THERE IS NO FIRE (smoke from cooking may have set off the alarm, for example), please let maintenance, the front desk AND an RA know. Fire Extinguishers are located in each hallway; however, you may want to purchase a fire extinguisher for your own apartment. Regardless of the time of day, CALL YOUR RA. This cannot be stressed enough.

Fire Doors: The Residence Hall and Apartment Buildings have fire safety doors in hallways and stairways. In the event of fire, these doors automatically close to prevent the spread of smoke and are marked "KEEP CLOSED." Please DO NOT prop these doors open.

Fire Safety:

Parents who live on campus should be sure their children understand basic fire safety principles and procedures for reporting a fire as well as evacuating their residence in the event of a fire.

All residents need to be careful about how and where flammable materials are stored. Paper, empty boxes, chemicals and other flammable materials should not be stored in storage bins, hallways, or Manor apartment utility areas. (Items stored in Kleist Manor utility areas must be at least three feet away from all sides of the furnace and water heater.)

MTSO normally allows the use of candles or open flames in worship services and other events where such use is appropriate, as long as the use is in full compliance with the requirements of applicable codes (e.g., not used near flammable or combustible materials, etc.) and where there is a continuous presence of individuals who are responsible for candle or open flame usage. However, based upon the potential fire risk for building occupants and buildings, MTSO requests that candles or other open flames not be used inside campus buildings (including housing units) outside of worship services and other appropriate events (such as birthday parties). We request that other means be used to accomplish the desired effect.

Inspections of the storage and utility areas will occur at least once per semester by MTSO staff. In addition, we must be responsive to fire marshal and insurance investigator requests to randomly inspect these areas on their timelines.

WHEN A FIRE ALARM SOUNDS, ASSUME THAT IT IS SIGNALING A REAL FIRE!

WADING POOLS

Even shallow, covered wading pools pose a safety hazard for children if left unattended. Accordingly, we ask that any wading pools be emptied and re-filled each time they are in use – so there is no chance an unsupervised child might accidentally – but tragically – stumble or tumble into a pool and drown. The best way to make sure there cannot be any second-guessing is to bring the pool back to the porch area and turn it over after each use.

SEVERE WEATHER

General

Central Ohio does experience severe weather on occasion. Local radio and television stations are your best source for information concerning severe weather. (WTVN-610 AM and WBNS -1460 AM) are key Columbus radio stations; Channels 4 (NBC), 6 (ABC)

and 10 (CBS) as well as 28 (Fox) and 34 (OSU) are key television stations. The Weather Channel is another good resource on the cable system. Given that power may fail during severe weather, it is a good idea to keep a battery-powered radio (and spare batteries!) available at all times.

Remember that a "WATCH" of any kind means that conditions are conducive for severe weather to develop; a "WARNING" means that severe weather is imminent. Sirens may also sound when severe weather is approaching.

Thunderstorms

In case of severe thunderstorms, it is wise to turn off and unplug televisions, computers, and other electronic equipment. Please remember that a surge protector will not necessarily protect your computer from the type of surges that an electrical storm can produce. We urge you to keep a flashlight handy since high winds, lightning strikes, and fallen trees/limbs often take down power lines. Sometimes, it can take quite some time before power is restored.

Tornados

April, May and June constitute the peak of "Tornado Season" in Central Ohio, though tornados can form at any time when conditions are right, regardless of the calendar date.

A TORNADO WATCH means that weather conditions are such that there is a good possibility tornados could develop.

A TORNADO WARNING means that a FUNNEL CLOUD HAS BEEN SIGHTED AND PERSONS SHOULD TAKE COVER IMMEDIATELY.

Helen Werner Apartment Building and Dewire Residence Hall: If time permits, open windows slightly. If not, proceed immediately to the basement or to a lower level stairwell. Usually the northeast corner of a basement is the safest place to be when a tornado passes over a building. Stay away from windows.

Kleist Manor Apartment: If time permits, open windows slightly. If not, proceed immediately to the basement of D or E building, whichever is closest. Usually, the northeast corner of a basement is the safest place to be when a tornado passes over a building. Stay away from windows.

Note: Persons who have experienced tornadoes report hearing a very loud noise that sounds like a freight train just before the tornado strikes. There may be very little time to react.

LIFE-THREATENING EMERGENCY SITUATIONS:

IF THERE IS A HEALTH EMERGENCY, CALL 9-911. THEN, call one of the following:

From 8:00 AM-5:00 PM, Monday -Friday, call Maintenance (x3380) or the Front Desk (0).

Outside "business hours" contact one of the following, beginning with your designated Resident Assistant. All phone numbers are listed on the inside front cover of this handbook.

Report all other non-life-threatening situations that nevertheless require immediate attention to protect health, safety and/or property to the above persons.

Judgment will need to be exercised to distinguish between facilities issues that represent an inconvenience and can wait for regular working hours from those that cannot. **The lack of heat or plumbing leaks ARE considered EMERGENCIES and MTSO staff will respond to the best of their ability.**

MOVING OUT

The Housing Team will send instructions for vacating units to all residents at the end of the any academic term. If you move at any plan at any other time, please contact Jim Rohler and your RA.

Walk Through: Cleaning supplies to get your room or apartment ready for a "walk-through" are available in the Residence Hall and the Apartment Building. When you have a good idea of the time your housing unit will be ready for a "moving out" walk-through, contact Jim Rohler (cell phone: 1-740-360-3924) to schedule a date. The "moving out" walk-through report is the basis for determining how much of your room deposit is returned.

Generally, arrangements can be made for storage of items over the summer months (or any other extended period of time), but you may need to leave them in a storage area rather than your room or apartment.

Keys and Swipe Cards: You will need to return all keys issued to you. You can return them to Jim Rohler (or the person he designates to do the final walk-through inspection), or bring them to the front desk in Werner. If you are leaving after hours, please return the keys and swipe cards to the RA. PLEASE BE SURE TO ATTACH YOUR NAME AND ROOM OR APARTMENT NUMBER TO YOUR KEYS AND SWIPE CARDS.

Registering your forwarding address with the MTSO mailroom is a crucial detail. (See mailroom staff during posted hours of operation.)

Note: Information contained in this Housing Handbook is subject to change.

(Revised August 5, 2008)

Helpful information for living in Delaware, Ohio

Please note: MTSO is located at 3081 Columbus Pike

Columbus Pike is St. Rt. 23 (area code is 740, unless otherwise noted)

Hospitals and Urgent Care

Grady Memorial Hospital	369-8711	America's Urgent Care	549-2700
561 W. Central Ave.		24 Hidden Ravines Dr.	
www.gradyhospital.com		Powell OH 43066	
		M-F 10 a.m. – 8 p.m.	
		Sat & Sun 9 a.m. – 6 p.m.	
		www.americasurgentcare.com	

(In the near future, another urgent care and hospital, associated with Ohio Health, will be available within 5 miles south of campus on SR 23)

Post Office

Main Office	363-1906	Closest Branch Office	548-4532
35 S. Liberty St. in Delaware		393 E. Orange Rd. in Lewis Center	

Bureau of Motor Vehicles/Deputy Registrar

www.bmv.ohio.gov (Ohio Bureau of Motor Vehicles website)

1.	12 Troy Rd.	369-3552	8625 Columbus Pike	549-2810
	Georgetown Shopping Center in Delaware		Northpointe Plaza Shopping Ctr	
	12 Troy Road		Lewis Center	
	Delaware, OH 43015		8:00-5:00 M-TH-F	

8:00-6:30 Monday

8:00-7:00 T-W

8:00-5:00 T-W-TH-F

8:00-12:00 Saturday

8:00-12:00 Saturday

Both locations offer one-stop shopping services with the deputy Registrar license agency, and Clerk of Court's title office.

However, the Ohio State Highway Patrol (OSHP) driver license examination station is only located at the Troy Road location.

Olentangy School System

814 Shanahan Rd., Suite 100

Lewis Center, Ohio 43035

740-657-4050

www.olentangy.k12.oh.us

The Delaware County Library

84 E. Winter St. in Delaware

362-3861

www.delaware.lib.oh.us

Banks

(Several banks are constructing new branches south of campus on SR 23,

check websites)

Chase Bank

www.chase.com

61 N. Sandusky St.

369-5555

1840 Columbus Pike

363-5567

Inside Kroger grocery store

Delaware County Bank

www.webdcb.com

41 N. Sandusky St.

362-6322

33 W. William St.

369-1205

800 W. Central Ave.

369-2265

Inside Buehler's grocery store

199 S. Sandusky St.

363-5300

Fifth Third Bank

www.53.com

229 S. Sandusky

369-9084

1940 St. Rt. 37 W 362-5490

First Merit Bank www.firstmerit.com

95 E. William St. 363-9343

801 N. Houk Rd. 368-8910

Inside Kroger grocery store

Huntington National Bank www.huntington.com

1750 Columbus Pike 369-6511

National City Bank www.nationalcity.com

664 W. Central Ave. 363-6610

1740 Columbus Pike 363-6600

40 N. Sandusky St. 363-1245

Park National Bank www.parknationalbank.com

57 N. Sandusky St. 369-7275

Peoples Bank www.peoplesbancorp.com

351 W. Central Ave. 362-2296

Pharmacies

CVS The Medicine Shoppe

190 S Sandusky St 363-1181 90 Troy Rd 369-4308

32 Troy Rd 363-8171

Kroger Pharmacies **Walgreen Drug Store**

1840 Columbus Pike 363-0035 19 London Rd 363-6868

801 N Houk Rd 362-8426

159 S Sandusky 368-9572

Grocery Stores

Kroger

1840 Columbus Pike 363-4398

159 S. Sandusky St. 363-2611

801 N. Houk Rd. 362-7476

Buehler's Food Market and Ace Hardware 800 W. Central Ave. 363-1933

Giant Eagle 55 Meadow Park Ave. in Lewis Center 657-8912

Meijer 8870 Columbus Pike in Lewis Center 548-0001

Costco 1500 Gemini Place in Columbus (near Polaris) 614-987-1900

Movie Rentals

SuperHitz (also sells pizza) 36 Troy Rd. 363-6422

Blockbuster 803 N Houk Rd 362-0776

8607 Columbus Pike 549-1548

Movie Theaters

The Strand Theatre 28 E. Winter St. 363-4914

Delaware Square Movies 1141 Columbus Pike 363-6634

Dry Cleaners

Safe Cleaners 1828 Columbus Pike 363-3235

821 N. Houk Rd. 362-5884

T&N Dry Cleaners 15 N. Henry St. 369-5757

Minarcheck's Cleaners 27 N. Union St. 369-2711

Ace Cleaners

1157 Columbus Pike

363-7771

Florists

Buehler's Floral Shop

800 W Central Av

363-1933

Robinson's Flower Shop

60 Lake St

363-4768

Kroger Floral Delivery Center

800-576-4377

Can also order at any Kroger store

Shopping Centers

Wal-Mart Plaza

Wal-Mart
Kroger grocery store
Dry cleaners
Contours Express

1760 Columbus Pike

Haircutters
Blockbuster store
Restaurants

Delaware Square

Delaware Square Movies
Damon's restaurant

1141 Columbus Pike

Subway
Jiffy Lube

Georgetown Plaza

corner of Central Ave. & Troy Rd.

New Kroger Plaza

corner of Central Ave. & Houk Rd.

Downtown Delaware

Polaris Area -- south on Rt. 23 (toward Columbus)

Meijer
Super Wal-Mart
Kohl's
Target
Lowe's
Marshall's
Kroger grocery store
Payless and Famous Footwear shoe stores
Restaurants
Polaris Fashion Place mall