



# Knollcrest East Living 2008-09

# Welcome to Knollcrest East

**K**nollcrest East is a community of 500+ Calvin College students who live in one of four areas or complexes: the courtyard apartments (Alpha, Beta, Delta, Gamma, Kappa), Phi/Chi, Theta/Epsilon or Zeta/Lambda. We are glad you've chosen KE as your living option for this year!

Living on campus in KE has numerous benefits including optional meal plans, living with your friends in a Christian community, the opportunity to participate in numerous KE events, free maintenance, free phone service with two lines per apartment, ResNet access, free laundry services and cleaning supplies, 24 hour security, a card access security system, computer rooms, and recreational and study rooms.

The purpose of this booklet is to provide you with valuable information that will assist you in having a positive living and learning experience as a KE resident. In addition to information regarding KE housing dates, services, and policies, the booklet also lists KE events, facilities, and leadership. Some of this information may not seem relevant to you now, but you are responsible for knowing the information it contains—particularly the policies and procedures. So, please take a moment to familiarize yourself with its contents.

We are praying that God gives you an incredible year of learning and experiences together.

*As partners in the mission of Calvin College, the Residence Life Department is dedicated to the learning experience of students through on-campus living.*

*We challenge and support students in their development as whole persons, responsible participants in their communities, and faithful citizens of God's world. Through vibrant experiences and opportunities, we strive to connect students' hearts to God's heart in all things.*

*– Residence Life Mission Statement*

## Three Guiding Principles for Our Christian Community

1. "It's not about you!" - Philippians 2:3, 4
2. "We are all growing in God" - 2 Peter 3:18
3. "Be a problem resolver" - Matthew 18:15-17

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Calvin does not discriminate with regard to age, race, color, national origin, sex or disability in any of its education programs or opportunities, employment or other activities. Questions pertaining to Title IX, which prohibits discrimination based on sex, and Section 504, which prohibits discrimination based on disability, may be directed to the Dean of Residence Life, Calvin College, 1820 Knollcrest Circle SE, Grand Rapids, Michigan, 49546-4450, (616) 526-6116.

# Christian Community at Calvin

Christian community depends on you as a resident of your apartment building. It is not a set of rules, though rules are needed at times for the orderly operation of any community. Nor is it the presence of Bible studies, prayer groups, or opportunities for worship, though you'll find those here. Instead, it's the character of the people who live in the community, their desire to actively live as Christians. All of us become leaders in this, as we all have a role in the community. Some students will contribute much to Christian community through active participation, care for other students, and intentional service. Others will need some help and support as they make their way. Still others may work against community at times by actions or attitudes that they might not even realize are antithetical to Christian community.

The following exhortations are taken from three biblical passages and serve as our guiding principles, giving us a shared vision for Christian community. To ensure that this kind of community happens, we have adopted these guidelines for living together, and we ask you to join us in our pursuit of God's design for life together.



## 1. Remember, it's not about you!

*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests but also to the interests of others.*

*~Philippians 2:3-4 (NIV)*

This passage is our guiding principle for how we treat one another—from roommates, apartment-mates, and people in our buildings. As Christians, our lives are not our own. We live for others, just as Jesus did. Our actions and decisions affect others, and this influence calls us toward care, sensitivity, and responsibility for the way we live in community.



## 2. Give grace— we are all growing in God.

*“...grow in the grace and knowledge of our Lord and Savior Jesus Christ.”*

*~ II Peter 3:18 (NIV)*

The overall goal of Residence Life is student learning—intellectual, social, and spiritual—through the varied experiences of life on-campus. All of this learning is done in the context of faith, so that we understand more fully how we relate to each other and to our God. What is the implication for our life together? We strive to learn and grow personally, actively encourage this growth in others, and avoid becoming stumbling blocks to those around us.



## 3. You are called to be a problem-resolver.

*“If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you’ve made a friend. If he won’t listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won’t listen, tell the church.”*

*~Matthew 18:15-17 (MESSAGE)*

This passage guides us as we deal with conflict. We are bound to hurt, anger, or frustrate each other at times, often without knowing it. We avoid gossip and resentment by talking with the person who hurts us, directly and honestly. If someone confronts us, we are gracious in listening, honest in taking responsibility, and eager to make things right. When we are able to speak, listen, confront, and forgive, we grow as a community.

# Social Events of the Year

To find out what's going on in KE keep your eyes open for e-mails, KnightVision, posters, student news and flyers in your mail box. The following are some of the exciting events that will happen throughout the coming year (some dates or events subject to change).

## September

- Tues., Sept. 9—Ice Cream Social/ Building Meetings
- Fri., Sept. 12—Cookout & Waterslide
- Sat., Sept. 13—MUDBOWL
- Sat., Sept. 20—Volleyball & Basketball Tournaments
- Sat., Sept 27—Canoe Trip/Hiking Trip

## October

- Hayride & Square Dance (Post Family Farm)
- Fri., Oct. 31—"Light in the Night"

## November

- Fall Climbing Trip
- Progressive Dinner
- Coffee House / Open Mic Night
- Habitat for Humanity Service Auction

## December

- Skating Party
- Christmas Banquet
- Caroling

## January

- Interim Scripture Memory Contest
- Campus Wide Broomball Tournament
- 5th Annual Snowman Building Contest

## February

- Valentine's Day Café
- Siblings Weekend (Fri.-Sun., Feb 27-29)
- Karaoke
- Ski Trip

## March

- Spring Cleaning Clothing Drive
- Habitat for Humanity Spring Break Trips

## April

- Dance Lessons
- Spring Luau

## May

- Flower Planting Day
- Beach Volleyball Tournament
- End of Year BBQ / Outdoor Movie

# 2008-09 Housing Calendar

When making travel arrangements, please keep the below dates in mind. **Do not plan to move in early or leave late.**

Wed., Sept. 3	9:00 am	KE opens for transfer students
Fri., Sept. 5	9:00 am	KE opens for returning students
Fri., Sept. 5	Lunch	Meal plan begins for upperclassmen
Mon., Nov. 23	5:00 pm	Deadline for students to register for Christmas vacation housing
Sat., Dec. 19	10:00 am	Christmas Break begins
Weds., Jan. 7	8:00 am	Classes resume
Mon., Feb. 23	5:00 pm	Deadline for registration for Spring Break housing
Fri., Mar. 21	5:00 pm	Spring Break begins
Mon., Mar. 30	8:00 am	Classes resume
Thurs., May 21	10:00 am	Knollcrest East closes for everyone except graduating seniors
Mon. May 25	10:00 am	Knollcrest East closes for graduating seniors

If you have questions, concerns, or special needs related to arriving and departing times, please contact the Knollcrest East Office located in Theta-Epsilon (x6-6702).

# Facilities

**Basketball Court**

**Bicycle storage**-Epsilon, Lambda, Chi

**Computer rooms**-Epsilon, Lambda, Phi, Gamma

**Copy machine**-Theta-Epsilon

**KE Desk**-Theta-Epsilon

**Laundry Rooms**-Each building

**Leadership room**-Lambda

**Lounges**-Zeta-Lambda, Phi-Chi, Theta-Epsilon

**Mailboxes**-Theta-Epsilon lobby

**Meditation rooms**-Lambda

**Piano**-Chi, Lambda, Theta, Alpha

**Plaza/Sand Volleyball/Ice Rink**-see KE desk for usage policies

**Recreation rooms**-Gamma, Theta, Delta, Phi

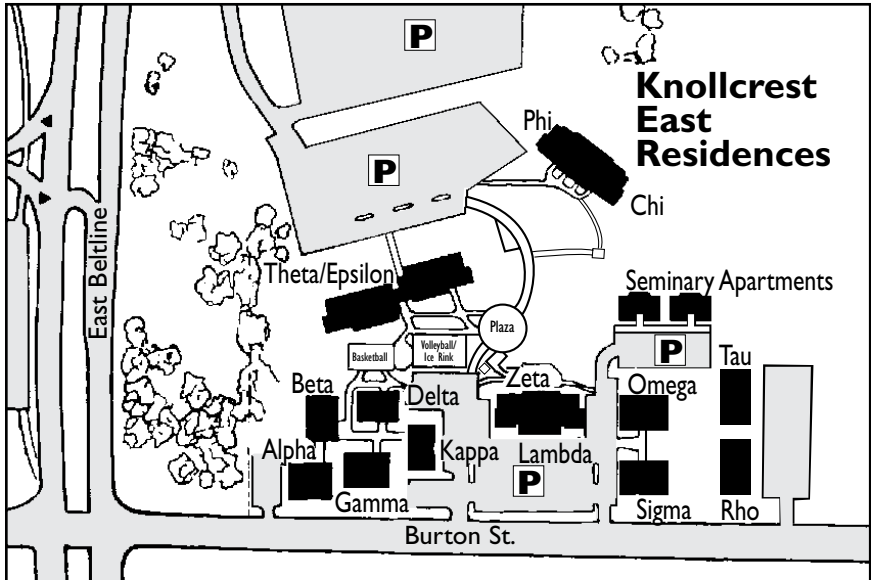
**Storage rooms**-Alpha, Beta, Kappa, Theta, Phi-Chi, Zeta-Lambda

**Study rooms**-Epsilon, Kappa, Theta, Phi-Chi, Zeta-Lambda

**Television**-Lambda, Phi-Chi, Theta-Epsilon

**Vending machines**-Chi, Lambda, Epsilon, Gamma

To reserve any of the common areas (e.g. lounge, grills, ice rink, etc.) please call the K.E. front desk at x6-7070.



# Leadership

## **Programming Activities Council (PAC)**

The goals of the PAC team are to promote social interaction for KE residents, provide fun and engaging opportunities, and increase awareness of events happening at Calvin. In addition to events for the entire KE community, PAC members are teamed up with RAs to help plan activities in individual buildings. Please share your ideas with your PAC or RA and get involved!

## **Knollcrest East Serving Others (KESO)**

Do you get excited about serving other people? Do you want to see needs met in the local community? Would you like to help other KE students get involved in projects to serve others? KESO leaders help to promote and arrange service opportunities for people living in KE by working cooperatively with the Service Learning Center.

## **Barnabas Team**

The Barnabas Team leaders work through the Office of Christian Formation and encourage student leadership of Bible studies, small group meetings, praise and worship, prayer, and many other opportunities for spiritual nurture and worship.

# Staff

## Knollcrest East Area Coordinator (AC)

The Area Coordinator is a full-time staff member who administrates the overall operation of Knollcrest East. The Area Coordinator supervises the Resident Assistants, Community Life Coordinator and K.E. Office Manager, oversees programming, and is available to counsel residents. The Area Coordinator's office is located in Theta-Epsilon across from the reception desk. Appointments with the Area Coordinator may be made by calling Vicki Nolan, K.E. Office Manager, at x6-6702. **In an emergency, if the Area Coordinator cannot be reached, a resident should contact the Community Life Coordinator or a Resident Assistant.**



Matt Cooke  
B.A., Calvin College

## Community Life Coordinator

The Community Life Coordinator is a full-time staff member who advises the PAC, and KESO Teams, develops programming and social events for the K.E. community, coordinates service and outreach programs, and assists the Area Coordinator in leadership development. The Community Life Coordinator's office is also located in Theta-Epsilon. (x6-7183)



Andrea Timmerman  
B.A. Cornerstone  
University

## Support Staff



Michael Booker  
Maintenance  
Supervisor



Vicki Nolan  
Office Manager

## Resident Assistants (RAs)

Each building has a RA who lives in the building and is responsible for the general administration of the building. The RA is available on a regular basis to advise, answer questions, and assist building residents. With the help of residents, the RA will plan programs to develop community within the building and to help in a resident's spiritual and personal growth. Any roommate concerns should be brought to the attention of the RA. In addition, the RA is responsible for maintaining an environment which is conducive to studying and consistent with Christian values and Knollcrest East policies.

## The Courtyard Team



**Alpha**  
Michele Lindstedt  
St. Charles, IL  
English



**Beta**  
Joshua Kuipers  
Abbotsford, BC  
International  
Development



**Delta**  
Isaac Groenendyk  
Pella, IA  
Communications/  
Media Production



**Gamma**  
Cleaster Snerling  
Detroit, MI  
Psychology



**Kappa**  
Megan Priester  
Katy, TX  
Business Communications

## The Phi/Chi Team



**Phi**  
Amma Aboagye  
Accra, Ghana  
International Relations



**Chi**  
Eric Ledy  
Laingsburg, MI  
Civil Engineering

## The Zeta/Lambda Team



**Zeta**  
Michael Bosscher  
Grandville, MI  
Chemical Engineering



**Lambda**  
Laura VanEck  
Grand Rapids, MI  
Psychology

## The Theta/Epsilon Team



**Theta**  
Derek DeBoer  
Orland Park, IL  
Social Work



**Epsilon**  
Mariana Aviles  
Chicago, IL  
Nursing

# Housing Information

## Alliance

Alliance is an intentional living-learning community for student-athletes committed to Christian discipleship and community development.

## Bicycle Storage

Bicycles may not be left in hallways, lobbies, or other public areas of buildings. All bicycles must be registered at the desk will issue a numbered tag which should remain on your bicycles. Bicycles can be stored in the Epsilon, Lambda or Chi bicycle storage rooms. Keys are available at the KE desk with the payment of a \$5 refundable deposit.

If residents choose to keep their bicycles outside they should lock them to bicycle racks located outside the buildings. **Bicycles should not be locked to trees, poles, or any other objects. Calvin College reserves the right to remove any bicycles locked to such objects.**

## Computer Labs

Computer labs are located in Phi-Chi, Lambda, Gamma, and Epsilon for the use of all KE residents 24 hours a day. Word processing, internet access, and laser printing are some of the services available. Academic work takes priority over all personal use, such as email, and **no food or beverages may be taken into computer labs**. Paper for printers is available at the KE desk.

## Housekeeping

Housekeeping functions are the responsibility of the residents. Cleaning supplies are available in the supply closets, laundry rooms or KE desk.

## Maintenance

Residents must notify maintenance about any needed repairs on college owned items. Maintenance requests can be completed on KnightVision. Trash should be placed in the proper containers located by Phi, Zeta, and Alpha. In case of emergency, call the Physical Plant office directly (x6-6444). After business hours you can report emergencies to Campus Safety (x6-6452).

## Housing Contracts

Knollcrest East housing contracts are for the entire school year. Residents who leave KE at any time during the year, but remain enrolled as a Calvin student, are in violation of their contract will be fined \$200 for breaking their housing contract.

## **Keys**

A resident who is locked out of his/her apartment should contact either the desk receptionist or an RA. If a student loses a key, a duplicate may be ordered at the reception desk for a fee of \$25. If the Dean of Residence Life or Area Coordinator determines that for safety/security reasons the lock needs to be changed, the student may be assessed a \$50 fee which covers the cost of the lock replacement and installation charges.

## **Laundry**

Washers and dryers are provided in each apartment building. Only residents of Knollcrest East are permitted to use the laundry facilities. No laundry may be hung from outside on the balconies or patios.

**Light Bulbs** can be exchanged at the KE desk.

## **Lost ID Cards**

If a student loses his/her picture ID, s/he should report to the Housing office located in the College Center. The cost for a duplicate is \$20 (\$15 refund if lost card is found within 10 business days). Worn out or broken cards will be replaced free once a year, and for \$5 each additional time.

## **Reception Desk**

The reception desk, located in Theta-Epsilon, is open daily from 2 pm until midnight. Services include distribution of mail and sports equipment checkout. The desk also carries stamps, light bulbs, *The Grand Rapids Press*, *Newsweek*, and an emergency first-aid kit.

## **Recycling**

Calvin College is committed to environmental stewardship and expects all residents to recycle whenever possible.

Recycling stations are located by all outside trash receptacles for newspaper, office paper, glass, tin, #2 plastics, and magazines. Batteries should be recycled at the KE desk. Additional recycling efforts may be implemented during the year as new strategies are developed.

## **ResNet**

Access to the Residential Computing Network (ResNet) is available from individual KE apartments at no extra charge. Network interface cards (Ethernet) are required. More information is available from the Calvin Information Technology Department (x6-6625). Adherence to the student handbook is mandated.

All students will have access to network file space for storage of personal files. Access will be available from ResNet and most campus computers.

## **Roommate Assignments**

If an apartment of students should drop below four persons, the college has the right to assign a new person/s to the apartment at any time.

Residents should not hesitate to go to the RA with any roommate concerns.

**Security, Parking and Fire Safety** See back pages of this booklet.

## **Student Activities Fee**

A fee of \$75 is added to each student account to cover all-campus and Knollcrest East social activities. The portion designated to Knollcrest East is used for funding building activities, social/educational programs and Bible studies. The fee is not refundable.

## **Telephone**

Each apartment in KE has two phone lines. Three communication boxes have been installed in the apartments (one in each bedroom and one in the dining room). Each communication box has four jacks. The top two, labeled "A" and "B," are voice jacks. The bottom two, labeled "C" and "D," are data jacks. Each apartment also has two phones with extension numbers, labeled "A" and "B." The "A" phone should be plugged into any "A" jack. The "B" phone should be plugged into any "B" jack. The "A" phone will be your published number, but both phones may be used simultaneously. When your number is dialed, the "A" phone will ring. If the "A" phone is busy the "B" phone will ring. You may plug your personal analog phone into either jack (just remember which line it is). However, if you have a "two-line" phone it will not work properly. You must plug it into either the "A" or "B" jack.

## **Trunk Room**

Trunk rooms are located in Alpha, Beta, Kappa, Theta, and Zeta-Lambda. They are available for residents to temporarily store property (furniture may not be stored in trunk rooms, and summer storage of furniture is not available). Phi-Chi residents have a private storage room for each apartment. Phi-Chi storage rooms must be emptied when residents checkout. To gain access to a trunk room, contact an R.A. Although the college will use all reasonable efforts to protect students' property, it is understood that the college is not liable for any loss. All trunk room items must be labeled with name, address, student identification number and date of storage. Tags are available at the desk.

# Knollcrest East Policies

The on-campus living experience at Calvin College offers a unique and valuable opportunity for all residents to learn and grow within a Christian community of students from widely varying backgrounds, interests, and Christian traditions. The college desires that all residents live comfortably within this environment, able to integrate classroom learning with out-of-class experiences and challenged to grow in all aspects of life.

To accomplish our goals and better order our life together, we have established certain rules and expectations for living in community here at Calvin. These “rules” are meant to be guidelines for mature, responsible conduct, but in no way cover all the possible conflicts and questions that arise during a year. Some of the policies are designed to create norms of behavior within a large, diverse group of people, while others are meant to preserve the appearance and function of college-owned property. We expect that members of our community will strive both to live within these guidelines and to be obedient to the explicit teachings of God’s Word.

Students involved in infractions of KE and campus policies as outlined here and in the Student Conduct Code will have a hearing with the Area Coordinator or may be referred to the Dean of Residence Life. (See the Student Handbook for complete details on the Student Conduct Code including the appeals process.) Appropriate sanctions will be given to restore the individual to healthy membership in the community. These sanctions include restitution, community service hours, educational initiatives, probationary periods, and suspensions. Fines have less educational value, but are occasionally utilized as well. Unless otherwise noted, a \$25 fine applies to all policies, and fines may be converted to community service hours.

## Community Areas

**Fire Extinguishers and Alarms:** Tampering with fire extinguishers, fire alarms, smoke detectors, or emergency procedure signs in or around KE is prohibited. Violators are subject to a \$500 fine and possible suspension.

**Furniture:** Furniture in public lounges may not be moved from these areas.

**Hallways:** The hallways of KE must be kept clear and may not be used for storage. Items left in halls are subject to removal and a fine without notice by maintenance staff. In addition, biking, skating, roller-blading, and all other sports are not permitted in the apartment buildings.

**Laundry Room:** Only residents of the building are permitted to use laundry facilities for their personal laundry.

**Sidewalk Chalk:** Announcements made with sidewalk chalk may not be written under overhangs, on bricks, or on any building.

## Student Rooms

Student apartment and roommate assignments are made during the summer prior to each academic year. Students may change apartments or roommates **only after proper authorization has been given by the Area Coordinator**. Residents should always contact the Area Coordinator for housing assignment concerns.

Housekeeping functions are the responsibility of the student. Cleaning supplies are available from the supply closet in each building but remain the property of Calvin College and may not be taken from campus. Students are not permitted to paint any area of their rooms. Calvin reserves the right to require room and bathroom cleaning at any time for health and maintenance concerns.

Under the terms of the KE Contract each resident is held responsible for his/her actions which may result in damage to buildings, grounds, or college-owned furnishings. Residents are also liable to a service charge for any unusual housekeeping service which they may incur.

The college and its staff reserve the right to make routine maintenance inspections or to enter a student's apartment without prior notification and/or permission when there is reason to believe there is a violation of college, state, or federal regulations. **The college staff may also enter rooms for maintenance purposes during vacation periods.**

Apartments in Zeta-Lambda may be used over Christmas and Spring Breaks for international students from the Residence Halls who are unable to arrange for housing elsewhere. Only the large bedroom is used. The door to each small bedroom has been fitted with a deadbolt lock so that current occupants may secure any items they wish to store over the break period.

**Aerials, Antennae, and Satellite dishes:** are not permitted on the exterior of the building.

**Alcohol, Non-alcoholic Beer, and Alcoholic Beverage Containers (empty or full, including those thought to be decorative):** are not permitted in KE. See the complete alcohol policy in the Student Handbook for community standards and sanctions, or see the alcohol section under Student Behavior in this booklet.

**Carpet:** Students are responsible for all damage to room carpeting. No items (e.g. wires, extension cords, etc.) may be taped to the carpet.

**Electrical Extension Cords:** By order of the City of Grand Rapids Fire Hazard Inspector; no electrical extension cord shall be fastened or run through any doorway, partition wall, floor baseboard or casting, or run across any doorway or walking area, or placed under any rug.

**Fire Extinguishers:** are provided in each apartment kitchen and are checked monthly by K.E. staff.

**Furniture/Room Accessories:** Residents are responsible for the furniture provided by the college. **Furniture may not be removed from apartments or disassembled.** Waterbeds are not permitted in the rooms. Residents may not tamper with or remove room accessories (closet doors, draperies, doors, or any other items fastened with hardware) or disassemble furniture. Lofts are not permitted.

**Pets:** (except fish) are not permitted in KE. A per day fine will be levied for violations.

**Posters and Room/Door Decorations:** Inappropriate and/or offensive decorations, including any alcohol related posters or advertising, may not be displayed. The residence life staff reserves the right to require that decorations which it judges to be in conflict with the nature of Calvin College as a Christian academic community be removed. Students should exercise care in attaching any room decorations to the walls, using tacks or poster putty only (**no duct tape or nails**). Students are responsible for removing all residue when they check out. Any damage to the room will be assessed to the student responsible.

**Windows/Screens:** Screens are not to be removed from the windows and objects may not be thrown from open windows. Persons removing windows or screens are subject to a fine as well as repair charges.

**Smoke Detectors:** may not be removed or tampered with in any way. Students may not remove batteries. A fine will be levied for tampering with or relocating the smoke detector. The college maintenance staff will undertake periodic room checks to make certain that the units are operating properly. New batteries are available at the KE desk.

**Window Area:** Stereo speakers may not be placed in or directed out of windows. Discretion should be used with signs, cans, etc. Calvin reserves the right to require removal of any items from windows.

**Loft Building:** Lofts are not allowed in KE.

## Student Behavior

**Alcohol:** As stated in the Student Conduct Code, use or possession of alcoholic beverages or of alcoholic beverage containers on campus is prohibited. Students present in a room where alcohol is present and/or being consumed will be in violation of this policy. Underaged possession or consumption and intoxication by any student are unacceptable behaviors for which the college has zero-tolerance. **A student is subject to a fine of up to \$100, educational and community service hours, disciplinary action, and parent/guardian notification (first offense) for such behavior, and his/her enrollment at Calvin College will be in jeopardy.** The complete alcohol policy is found in the Calvin College Student Handbook.

**Athletic Activities:** Except for equipment provided in the recreation areas, athletic activities are not permitted inside the apartment buildings. In addition, skateboarding and rollerblading are allowed on campus paths, but campus architecture may not be used for stunts, and pedestrians have the right of way.

**Computer Use:** The Student Conduct Code clearly prohibits certain behaviors that may be enacted by means of computer technology, such as theft, copyright violations, profanity, harassment, or pornography. See the Student Handbook for complete details on these policies. Violating may result in loss of access to technology at Calvin.

**Cooperation with Staff:** The orderly operation of Knollcrest East requires the cooperation of all students. Non-compliance with the residence life staff in the fulfillment of their job responsibilities is a violation of the Student Conduct Code and cannot be tolerated.

**Dining Halls:** Food items and dishes may not be taken from the dining rooms. Students who behave inappropriately in the dining halls (i.e. fraudulent use of ID cards, theft, throwing food, etc.) will be referred to the residence life staff for disciplinary action.

**Disturbances:** Raids, pranks, disturbances (which include, but are not limited to shouting obscenities, profanities, running through another building, and destroying property), and "initiation" practices (such as sem-ponding, tubbing, etc.) are not permitted. Students involved in such activities, which are demeaning to an individual and break down Christian community, will be subject to a disciplinary action and/or a fine of \$100.

**Fireworks:** The use or possession of fireworks, firearms, or explosives of any kind is prohibited. Violators are subject to a \$100 fine.

**Lamps:** Floor and desk lamps are permitted but must be UL approved. The college reserves the right to remove them if they are deemed a fire hazard.

**Language:** Because the language we use can offend, hurt, or degrade individuals or God, students are asked to maintain high standards of communication. Profanity, obscenities, and hate speech are not appropriate in a Christian, academic community. Words which are abusive, insulting, intimidating, harassing and/or which incite others to violence, hatred or discrimination, when directed at people or groups based on who they are (or who they're perceived to be) will not be tolerated. Examples are slurs regarding nationality, religion, ethnicity, skin color, socio-economic status, sexual orientation or disability.

Students should use caution when applying terms that could be misconstrued as disrespectful to vulnerable groups. Phrases such as "that is so gay" or "that is retarded," when used out of their proper contexts, can be hurtful to individuals (or to those who know individuals) in such criteria.

**Noise:** Respect and consideration for other residents in the community necessitates that excessive noise will not be tolerated. The use of electric guitars and drums is prohibited. Excessive noise caused by sub-woofers or other equipment could result in the removal of the equipment. Be considerate of noise outside on courts and plaza, especially after 10:00 p.m. Courts and ice-rink close at 10:00 p.m. daily.

**Pornography:** Involvement with pornography can be addictive and damaging to relationships—with others and with God. Pornography in all its forms (video, internet, print, etc.) is prohibited. Resources for help are available anonymously from the Broene Counseling Center.

**Sexual Misconduct:** Calvin College holds that premarital intercourse is in conflict with Biblical teaching, and that conduct promoting such intimacy (i.e. nudity, partial undress, lying or sleeping in bed together) is unacceptable. Persons engaging in such conduct face disciplinary action including parent/guardian notification, or suspension.

**Smoking: Smoking is not permitted anywhere in the apartment.** A student may smoke only in designated areas. Littering of cigarette butts is inappropriate and unsightly, and will not be tolerated.

**Soliciting:** Soliciting, peddling, vending of all types, and distribution of literature are prohibited in Knollcrest East unless permission is obtained from the Dean of Residence Life.

**Sunday Observance:** Calvin students are expected to observe Sunday by keeping the spirit and purpose of the day. Woodlawn Christian Reformed Church services and an evening Calvin College worship service are held in the campus chapel each week. A number of local churches also provide transportation to their worship services. Calvin College's statement on Sunday observance can be found in the Student Handbook.

**Theft:** While theft can take many forms ("borrowing" furniture, stealing others' laundry, taking an item which belongs to the college or dining hall, etc.) it will not be tolerated and could result in a fine (up to \$50), restitution other disciplinary action, or suspension.

**Unprescribed Drugs and Paraphernalia:** As stated in the Student Conduct Code, the possession, use, or distribution of all unprescribed chemical or biological substances that alter the physical, emotional, or mental state of a person and the paraphernalia associated

with these substances (e.g. water pipes, hookahs, etc.) is prohibited on campus. Violators may be suspended, as Calvin has “zero-tolerance” for drugs.

**Water Fights:** Water fights are not permitted inside the apartment. Water is not to be transported inside the building or thrown from the balconies or out of windows.

**Weapons:** No weapons of any kind are allowed on campus, except as authorized by the Board of Trustees. Weapons include, but are not limited to, firearms, ammunition, explosives, switchblades, paint-ball guns, “Air-soft” guns, potato launchers, bows and arrows, slingshots and similar devices. Exceptions for Campus Safety supervisors are governed by the college’s Use of Force Policy.

## **Visitation Policies and Procedures for Knollcrest East**

Knollcrest East apartments have a 24-hour Visitation policy for living rooms, dining rooms, and kitchens. Visitation in bedrooms is restricted and cohabitation is not permitted:

**Bedrooms:** Visitation in bedrooms is limited to 10 a.m. until Midnight on weekdays and 1:00 am on Friday and Saturday, providing privacy for roommates and out of respect for the sexual mores which flow from our Christian commitment.

**Cohabitation:** Cohabitation includes inappropriate sexual behavior at any time, in any part of the apartment, but also includes “sleeping over” by members of the opposite gender. Again, this policy attempts to take seriously our commitment to a Christian view of relationships and sexuality.

Since this policy gives increased freedom to students, it assumes increased responsibility and personal accountability on everyone’s part. Students who disregard or abuse this freedom will face possible loss of visitation privileges and/or other disciplinary action.

# Campus Safety Services

## Knollcrest East Parking

Vehicles used by residents of Knollcrest East must display a valid Calvin College parking permit, obtained when use of the vehicle begins. Residents of Knollcrest East will be issued the appropriate permit and may park in the lots in that area or if these lots are full, in the lot adjacent to the DeVos Communication Center.

Knollcrest East Residents must be observant of signs designating short-term parking spaces and other parking spaces or areas reserved for specific purposes.

Knollcrest East residents are not permitted to park their vehicles in the Fine Arts Center Lot at any time and other lots on the main campus have posted times when residents may not park. There is no parking on the main campus between 2:00 am and 6:00 am.

Motorcycles and all other vehicles with gasoline motors must conform to all college parking and driving regulations. These vehicles must display a valid Calvin College parking permit. Under no circumstance may they be brought into residence halls.

Driving on sidewalks is prohibited, unless permission has been requested from Campus Safety or a Residence Life staff member.

A complete description of college parking and driving regulations are available online or at the Campus Safety office. All students are expected to know and comply with these regulations.

## Security

**The best possible security is to use caution and common sense.** Apartments should be locked and outside doors should not be propped open. Thefts and the presence of unauthorized persons should be reported to the Campus Safety Department immediately. For Security reasons, the outside doors to the apartment buildings will be locked 24 hours a day. Student I.D. cards and a computer controlled access system will be used to unlock these doors. There is also a system for visitors. Residents can give building access to their guests by pressing “6” when guests call them using this system.

Students should use caution when crossing the East Beltline. Only Calvin's Crossing or designated crosswalks should be used.

## Safety Escorts

Students who desire escort service to and from various areas on the campus may contact the Campus Safety Department. A telephone is available near all parking areas. Students are encouraged to make use of the escort service and to avoid

walking alone on campus after dark. Further information regarding safety issues is available from the Student Life office in the booklet entitled “Safety at Calvin and Beyond.” These issues will be addressed in residence hall programming in the fall.

## **Loss or Thefts**

Missing items which you believe have been stolen should be reported to the Campus Safety Department. Students should be aware that theft does occur on Calvin’s campus. Although the incidents of theft and property destruction are low, it is always a good idea to exercise caution by locking apartment doors and car doors, by keeping valuables in a secure place, by not leaving clothes unattended in laundry rooms for long periods of time, etc.

Although the college will use all reasonable efforts to protect the students’ property, it is understood that the college is not liable for any loss. Students should determine whether their property is covered by their parents’ homeowner insurance policy. If a student’s property is not covered, s/he may wish to purchase a minimum contents coverage policy. Contact the Calvin Housing Office for more details (616-526-6120).

## **Fire Procedures**

If a fire alarm has been activated in a campus building, always assume there is a fire. Know the locations of fire extinguishers, posted evacuation routes, exits and fire alarm systems in your area.

If you discover a fire

- Activate the nearest fire alarm pull station.
- Alert people in the immediate area of the danger and that they need to evacuate.
- Immediately exit the building, closing doors between you and the fire.
- When you are in a place of safety, dial 3-3333 and inform the Campus Safety of the location and nature of the fire.

If the Fire Alarm sounds

- Walk to the nearest exit, closing doors between you and the fire.
- Do not use elevators.
- Assist people with disabilities with getting to the closest area of rescue assistance, which is in the stairwell area, past the fire doors.
- Notify Campus Safety or Fire Personnel if you suspect someone is trapped in the building.
- Gather outside the building at your designated assembly area and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Remain outside until notified by the emergency personnel or Campus Safety.

If trapped in a room

- Close as many doors as possible between you and the fire.

- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal to someone outside at a window or by shouting at regular intervals.

If caught in smoke

- Drop and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through nose using a towel or shirt as a filter.

If forced to advance through flames

- Hold your breath
- Move quickly
- Cover your head and hair
- Keep your head down and your eyes closed as much as possible

When to use a Fire Extinguisher

- Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained
- An extinguisher can be used to suppress a fire that blocks your exit from the building
- Remember PASS, the four basic steps to operating a fire extinguisher

**P:** Pull the pin

**A:** Aim the extinguisher hose at the base of the fire

**S:** Squeeze the lever

**S:** Sweep from side to side



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**Residence Life Office**  
**1820 Knollcrest Circle**  
**Grand Rapids, MI 49546-4450**  
**616-526-6116**  
**1-800-688-0122**