



# GUTENBERG COLLEGE

## Resident Handbook



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**Note:** The masculine pronoun is used generically throughout this document.

# INTRODUCTION

The Residence Program at Gutenberg College, located in the same building as the college, offers housing and food services to Gutenberg College students and also welcomes, as space allows, other young adults who either attend other colleges in Eugene or work in the community and who are interested in participating in Gutenberg community activities. A person who chooses to live at Gutenberg becomes part of a community—living, working, studying, and sharing meals with fellow residents—while pursuing his or her academic education or work.

In keeping with the goals of Gutenberg College, we want to foster an atmosphere where honest inquiry into life’s “big questions” is encouraged. We also hope residence here will provide an economical, intellectually stimulating, and enjoyable environment, as both on-campus housing for Gutenberg College students and an alternative to apartment or campus housing for other students and young adults. In light of these goals, the staff and faculty of Gutenberg have endeavored to develop Residence Program policies that create a helpful, supportive environment for residents, one that serves to cultivate relationships and minimize conflict and confusion.

This handbook is designed to inform residents and prospective residents about Residence Program policies and to help with the “nuts and bolts” of being a resident at Gutenberg College. Inevitably, Residence Program policies will not anticipate every issue or the specific needs and desires of each resident. After thoughtful consideration, any resident who thinks his needs justify an exception to a policy is encouraged to discuss the situation privately with a Resident Program staff person who may grant an exception if the case merits it. Unless a staff person has specifically granted an exception to a policy, however, no resident should assume that violations of Residence Program policies will be overlooked.

## INSTITUTIONAL DIRECTORY

At the beginning of each school year, every resident will be given an Institutional Directory that includes contact information for members of the board of governors, staff, faculty, students, and residents of Gutenberg College.

# **SECTION ONE: BUSINESS AFFAIRS**

## **APPLYING TO THE RESIDENCE PROGRAM**

**March 1** is the deadline to apply for fall housing. Housing is limited and fills up quickly. Qualified applicants are admitted in the order in which they apply, although preference is given to Gutenberg College students. Applicants for whom no room is available are placed on a waiting list. Although students are urged to apply by March 1, the Residence Program accepts applications throughout the year, and rooms occasionally become available. These vacancies are offered first to people on the housing waiting list and then made available to new applicants.

### **APPLICATION PROCESS**

1. Applicants are required to read the Resident Handbook before applying to the Residence Program. It is available online at [gutenberg.edu/student-life/residence-program](http://gutenberg.edu/student-life/residence-program).
2. After reading the Resident Handbook, applicants may complete the Application for Residence online at [gutenberg.edu/student-life/residence-program](http://gutenberg.edu/student-life/residence-program). Applicants will be asked to provide the names of two personal references, people who know the applicant well and can address the question of how the applicant might contribute to, benefit from, and be challenged by the Residence Program.
3. A \$20 application fee is required when applying for residence. (The application fee is waived for students also applying to Gutenberg's undergraduate program.) When completing the Application for Residence online, applicants will be asked to pay the fee online.
4. After the application and fee have been received, Residence Program staff will schedule an interview. The purpose of this interview is to allow both the applicant and the Gutenberg staff to determine whether the applicant's residence at Gutenberg would be mutually beneficial. Because of the cooperative nature of the living situation, residents must be responsible, tolerant, and considerate in order to participate in the Gutenberg College Residence Program.
5. After being accepted into the Residence Program, incoming residents reserve their room by paying a \$400 reservation fee. This payment is nonrefundable, but it is applied to the other fees due when the resident moves in.

#### **1.1. RESIDENCY AGREEMENT**

On or before the day they move in, all residents must sign a Residency Agreement in which they agree to abide by the policies in the Residence Handbook, which include the Gutenberg College Code of Student Conduct and three moral issue guidelines required by the Gutenberg College Ethics Statement. (See Section Five: Resident Conduct.)

By signing the Residency Agreement, the resident is committing to the full term of the contract. The resident is financially responsible for payment in full even if he chooses to leave the program early.

## **In Case of Default**

Per Oregon law, Gutenberg College reserves the right to serve an eviction notice if a resident is in default of the Residency Agreement. A resident is in default of the Residency Agreement if he fails to fulfill any obligation or term by which he is bound under it. If a resident is in default, Gutenberg will provide the resident with written notice of such default and arrange a meeting with the resident to seek a solution. If no solution satisfactory to Gutenberg is found, Gutenberg may require the resident to move out immediately without any further notice.

## **RESIDENT PROGRAM COSTS**

### **RESIDENCE PROGRAM FEE**

The cost for residency ranges from \$4725 to \$5625 for the academic year (depending on the room the resident occupies and if a special diet is requested) and is due when the resident moves in. A payment plan is available upon request. All payments must be paid at the Gutenberg office. The Residence Program fee includes the following:

- A room
- Meals Program
- Activity program (annual retreat, holiday parties, etc.)
- Basic utilities, including Internet
- Household supplies (light bulbs, toilet paper, etc.)
- Shared use of the common resident areas

### **Payment-Plan Option**

Gutenberg College recognizes that not all residents are in a financial position to pay their Residence Program fee in full when they move in. A resident may participate in an eight-installment payment plan by submitting a request to the Gutenberg office *on or before* his move-in date.

1. Two-ninths of the Residence Program fee is due upon move in. (The \$400 reservation fee will be applied to the amount due.) The remaining seven payments (each one-ninth of the Residence Program fee) are due on the first of each month, starting with November 1 and ending May 1.
2. Residents must pay a \$5-per-day late fee for each balance due that is not paid in full by the 5<sup>th</sup> of the month, beginning with the November 1 payment.

### **Payment During Absences**

If it is necessary for residents to be gone for an extended period of time, they are still expected to pay the Residence Program fee—just as if they were in an apartment situation. Residents who are readmitted for the next year but who leave during the summer months (that is, remove all of their belongings from the house) are not charged any fee during the summer (that is, between the ending date of one Residency Agreement

and the beginning date of the next). (See “Returning Residents” under “Term of Residence” below.)

### **DAMAGE-AND-CLEANING DEPOSIT**

A \$100 refundable damage-and-cleaning deposit is due when the resident moves in. The deposit will be held in trust and disbursed for resident damages (if any) to the Gutenberg house or property. Resident damages exceeding this deposit will be added to the resident’s financial obligations under the Residency Agreement.

If the resident meets the following conditions when he leaves the Residence Program, the deposit will be refunded:

1. The term of residence is fulfilled.
2. Money owed to Gutenberg has been paid.
3. Gutenberg keys and any other Gutenberg property have been returned or paid for.
4. The room is left in an empty, clean, and undamaged state.
5. Possessions have been removed from Gutenberg within seven days of the last rental day. (Resident possessions not removed within seven days of the last day for which rent has been paid will be given away or discarded at Gutenberg’s convenience.)
6. A forwarding address has been filed with the Gutenberg office.

### **KEY DEPOSIT**

A \$30 refundable key deposit is due when residents are issued keys. The key deposit will be refunded when keys are returned at the end of the resident’s stay. Failure to return the key within a week of the end of the resident's stay will result in a fine of \$100.

The resident will be issued one key to the exterior doors of the Gutenberg building and one key to his room. Lost keys will be replaced during the term of the Residency Agreement for \$15 per key, payable when the resident receives the replacement key(s).

### **RETURNED CHECKS**

Residents will be charged \$20 for each check that is returned to Gutenberg for lack of sufficient funds.

## **TERM OF RESIDENCE**

The Residence Program (the term of the Residency Agreement) begins the day before Gutenberg College freshman orientation begins and ends on the Sunday after Gutenberg College graduation.

### **PRORATED FEES**

Residents may begin their residence before the Residence Program begins or extend it after the Residence Program ends by arrangement with the Residence Program manager and by paying a prorated fee. The fee for prorated rental days prior to the official September start date of the Gutenberg Residence Program is due when the resident moves in. Payment options do not apply.

No other prorated options are available. The Residence Program fee will not be prorated if a resident chooses to be absent *during* the contract dates of the Residency Agreement—for example, by moving in late, moving out early, or vacating the house during school breaks.

### **ABSENCES**

The resident shall notify the Residence Program manager of any anticipated extended absence from the Gutenberg house no later than the first day of the extended absence. The resident's financial obligations under the Residency Agreement will continue during any such absence.

(Residents who will be gone overnight are asked to let the Resident Program manager and other residents know as a kindness to fellow housemates who might worry about an unannounced absence.)

### **SUMMER HOUSING**

Gutenberg College rents its residence facilities on a temporary basis during the summer when the college is not in session. Interested individuals should contact the Gutenberg College Residence Program manager.

- Email: [office@gutenberg.edu](mailto:office@gutenberg.edu).
- Telephone: 541-683-5141

### **RETURNING RESIDENTS**

Residents at Gutenberg during one school year are not automatically readmitted for the next school year. They must fill out the re-application provided to them by the residence managers before March 1 and will be reviewed along with new applicants for admission. Residents who are re-accepted into the program may reserve a room for the following year by keeping their damage-and-cleaning deposit on account and signing the Residency Agreement for the following year in advance.

### **PROPERTY INSURANCE**

Gutenberg and residents shall each be responsible to maintain appropriate insurance for their respective interests in Gutenberg house and their property located there. Gutenberg does not carry insurance that covers the personal property of its residents.

### **GUESTS**

Guests visiting a resident must be accompanied by the resident until the other residents become familiar with the guest and the guest becomes familiar with the policies and the routine of the house. (This policy does not apply to Gutenberg staff and faculty, who have access to the whole house; nor does it apply to Gutenberg students or individuals attending Gutenberg classes and events, who may travel between classrooms and bathrooms unescorted. See Section Two: Facilities: Common Spaces.)

Guests may participate in weekday dinners with the other residents at a cost of \$5 per dinner. Permission must be obtained from a Residence Program staff person and the cook 24 hours in advance of the meal.

Family or same-gender friends may stay up to three days in a resident's room. Permission must be obtained from a Residence Program staff person 24 hours in advance of the visit. Special arrangements must be made for opposite-gender friends or for guests who wish to stay longer than three days. If room is available, a temporary rental agreement may be made for a guest at the rate of \$25 per night.

Room and meal fees incurred by a resident's guests will be charged to the resident's account. The resident will be responsible for any loss or damage to Gutenberg property caused by his guests.



## **SECTION TWO: FACILITIES**

The Gutenberg College campus consists of one building located at 1883 University Street in Eugene. The building—also referred to as “The House”—serves as the primary facility for the Gutenberg College Academic Program and the Residence Program. It also houses the Puccinelli Art Gallery.

Use of the Gutenberg building is intended to further the goals and purposes of Gutenberg College—to further the academic program of Gutenberg College; to house Gutenberg College students and, as space allows, other young adults in the community; and to provide community classes to students, community residents, and others interested in studying with the staff and faculty of Gutenberg College. The Residence Program is intended to complement these functions as much as possible. The facility is, however, a college first and a residence second.

### **GUTENBERG BUILDING**

Areas within the Gutenberg College building fall into three general categories: institutional (used by Gutenberg College’s four-year liberal arts program), residential, and multiple use.

#### **BASEMENT**

The basement is primarily a residential area, but it also houses the Puccinelli Art Gallery, a multiple-use space. The residential areas of the basement include a resident room, the TV lounge, the laundry room, and storage areas. Residents may only use the gallery space with the permission of the Gutenberg College office.

#### **FIRST FLOOR**

The living/dining room and kitchen on the first floor are multiple-use spaces; in addition to being used by students and residents, they are often used for functions such as concerts, conferences, and receptions. Public restrooms and a kitchenette (for Gutenberg staff, faculty, and commuting students) are also located on the first floor. All other first-floor areas are institutional; the offices, library (with computer lab), and some classrooms of Gutenberg College are located there.

#### **SECOND FLOOR**

The second floor is a residential area. One wing houses men, and the other wing houses women. Residents will be assigned to the men’s or women’s wing and use the second-floor bathrooms in accordance with their sex at birth.

#### **THIRD FLOOR**

The third floor is divided into two areas: the Residence Program manager’s apartment and “the loft,” a multiple-use area that includes a classroom and study space for Gutenberg students and residents.

## COMMON SPACES

Except when official events have been scheduled in rooms, common spaces (defined below) may be used by all Gutenberg College students and Residence Program residents according to the limits stated below.

### COMPUTER LAB

Gutenberg College has a computer lab with printing capabilities located in the library. Students and residents may use that lab during campus hours on a first-come, first-served basis. Students and residents with laptops should be aware that the Gutenberg building is old and has few electrical outlets for charging devices.

### HOURS OF USE FOR COMMON SPACES

#### **Between 8:00 AM and 6:00 PM**

The first floor and the loft on the third floor of the Gutenberg building are defined as “common spaces” and are open to all Gutenberg College students and residents in the Residence Program.

#### **Between 6:00 PM and 10:00 PM**

Off-campus (non-resident) Gutenberg students may use the following areas only:

- Dining/living room
- Library and computer lab
- First-floor classroom
- Kitchenette
- First-floor bathrooms

Off-campus students may use other common/resident spaces if invited and accompanied by a resident. Residents may use all common areas.

#### **Between 10:00 pm and 8:00 AM**

The building is closed to off-campus Gutenberg students unless an off-campus student is accompanied by a resident.

### PRIORITY OF USE FOR COMMON SPACES

Common spaces are open to all on a first-come, first-served basis. For example, someone playing the piano may play until he is finished, and he may ask that other activities that interfere with his piano playing not be pursued. Similarly, if the first person in the room would like to study without the piano being played, the studier has priority over the piano player. Sharing spaces requires students and residents to evaluate what is kind and then try to act on that understanding.

Common spaces may not be reserved except by permission of the student services director or the Residence Program staff.

Any Gutenberg College or other event scheduled through the student services director or the Residence Program staff has priority over student or resident use of the space.

### **MAINTAINING COMMON SPACES**

Furnishings in common spaces should remain in their places. When students are finished using a common space, they should return any item they used to its proper place, remove all of their personal belongings, check that windows and doors are locked, and turn out the lights.

Personal items remaining in common spaces at the end of the day will be removed and placed in the Lost & Found. Keeping the common spaces clear of personal items is another way to be kind and thoughtful to others who use the space.

### **PARKING**

Limited parking for faculty, staff, students, and residents is available in the lot behind the Gutenberg College building. This parking is provided on a “first-come, first-served” basis. If parking is unavailable, drivers must use curb-side street parking, much of which is zoned for two-hour parking on Monday through Friday, 8:00 AM to 5:00 PM. Because the time limit for street parking is strictly enforced, drivers are encouraged to move their cars every two hours or to park in unzoned areas, which may be many blocks away. Parking tickets issued by the City of Eugene are \$16 each.

Any unauthorized car parked in Gutenberg lots is subject to towing, but only the Gutenberg or Residence Program staff may call the towing company. Residents who suspect that an unauthorized car is parked in the lot should inform the administrative secretary or Residence Program staff.

### **RESIDENT PARKING**

Residents are only permitted to park one car in the Gutenberg lot. Double-parking will be allowed for loading and unloading only and for a maximum of 15 minutes.

Residents are not permitted to keep non-working cars on the premises for more than five days. Car repairs and maintenance may be performed on the premises only with the prior approval of Residence Program staff.

Residents at Gutenberg may obtain a street-parking permit, available for \$150 per quarter from the City of Eugene. The permit allows for unlimited parking on Zone H streets near Gutenberg. (Parking zones are noted on the “2-Hr Parking” signs.) Residents may apply online or in person to obtain their permits; directions may be found at [eugene-or.gov/781/Residential-Permits](http://eugene-or.gov/781/Residential-Permits).

Depending on the number of residents with cars, Gutenberg may assess a parking fee or require residents to purchase street permits for their vehicles. These measures will be evaluated on a year-by-year basis.

### **STORAGE SPACE**

Storage space at Gutenberg is limited. Residents may store items of personal property only in those areas specifically designated by the Residence Program manager, and residents must obtain permission to store items from the Residence Program manager. Stored items must be contained in a closed, taped box, labeled prominently with the Resident’s name. Stored items must be

removed when the term of the Residency Agreement ends. Gutenberg shall not be liable for the loss of, or damage to, such stored items.

### **BUILDING MAINTENANCE PROBLEMS**

Residents who notice maintenance problems, such as an overflowing sink, that are beyond the scope of general upkeep should inform Residence Program staff or Gutenberg office staff. It is very important to bring to the staff's attention any maintenance problems that present safety or security hazards or that could lead to further damage to the building.

### **BUILDING RESTRICTIONS**

To maintain the campus building and to be considerate of its various users, residents are asked to observe the restrictions below.

#### **ANIMALS**

No animals are allowed in the Gutenberg College building, either belonging to residents or visitors except in circumstances involving approved, documented disabilities and needs.

#### **BICYCLES**

Bicycles may not be brought into the building. Non-residents may lock their bikes to the rack by the back patio.

Residents must store their bikes, marked with their names, in the bike room (located under the kitchen), which is accessed from outside and opened with the same key as the front door. Residents should take care that the door is completely shut and locked when they are finished in the bike room. To avoid wear and damage to doors, floors, carpets, and walls, bicycles are not to be transported or stored in any other interior part of the building. Bikes used frequently may be chained to the bike rack near the back porch.

#### **HEAT GENERATING AND/OR FLAMMABLE MATERIALS**

Residents may not keep or have on Gutenberg property anything of a dangerous, flammable, or explosive nature (including gasoline or oily rags) that might substantially increase the danger of fire or be considered hazardous.

Residents (except the Residence Program manager[s]) may not use outside the kitchen or kitchenette any device or thing that is designed to burn or whose purpose is to generate heat—with the exception of hair dryers, curling irons, electric rollers, electric blankets, and heating pads. This prohibition includes, but is not limited to, candles, coffee makers, heaters, incense, potpourri pots, hot plates, and microwave ovens.

#### **AIR CONDITIONING**

Residents (except the Residence Program manager[s]) are not allowed to install air conditioning units in their rooms.

## **SMOKING**

Gutenberg College has a non-smoking campus. Smoking is not permitted anywhere on the property.

## **FOOD AND DRINK IN THE GUTENBERG BUILDING**

At the discretion of the tutor, food and drinks are allowed in the classrooms during regular Gutenberg College classes, but the privilege may be revoked at any time that eating and/or drinking disrupt the class. Individuals who bring food or drink into the classroom or any other part of the Gutenberg Building are responsible to remove any dishes after use and to clean up any messes resulting from their eating and/or drinking, including for example, wiping the table and cleaning the floor. Individuals are encouraged to use spill-proof containers when bringing drinks into carpeted areas.

## **RESIDENT ROOMS**

Some furnishings are provided by Gutenberg. These furnishings should remain in the rooms to which they are assigned. Residents should not remove them without first contacting a Residence Program staff person.

Residents are welcome to personalize their rooms to their taste; however, permanent modifications must be approved and supervised by a Residence Program staff person. The following restrictions also apply:

### **PAINTING**

Residents may paint their rooms only with the approval of a Residence Program staff person, and they must choose from a predetermined selection of neutral colors.

### **HANGING PICTURES**

Residents may hang pictures in their rooms only by using crown-molding hooks provided by Residence Program staff in order to minimize wear and tear on the aging building. Many of the walls are plaster rather than sheet rock, and even nails can damage them.

### **SHELVES AND WINDOW COVERINGS**

Installation must be supervised by Residence Program staff.

### **SKATEBOARDS**

Skateboards may not be used on indoor floors and carpets.

### **WEAPONS**

Weapons, such as firearms and knives, are not allowed in the building or on the building grounds.

## **ACCESS TO RESIDENT ROOMS**

Subject to the resident's consent, the management of Gutenberg shall have the right to enter a resident's room to make inspections, provide necessary services, or show the unit to prospective residents or workers. A resident's consent shall not be unreasonably withheld.

In the case of an emergency, the Gutenberg management may enter a resident's room without the resident's consent.

## **SECTION THREE: RESIDENT SERVICES**

### **COPY MACHINE**

A copy machine is located in the business office. Residents may use the copy machine for personal use to make *small* numbers of copies at the cost of five cents per page. To prolong the life of the machine, residents are asked to use a copy or print shop to make more than ten copies at one time.

### **INTERNET CONNECTION**

High-speed Internet connection is available to residents through Gutenberg College's wireless Internet network, accessible throughout the Gutenberg College building.

### **RESTRICTIONS ON INTERNET USE**

Gutenberg makes available the use of the Internet to its board members, employees, students, and residents to further its academic mission. As a condition of use, users must not violate any law, including federal copyright laws or any policy of Gutenberg. Receipt or transmission of any material in violation of any state or federal law is prohibited, including the receipt or transmission of any unauthorized copyrighted material or any threatening or obscene material via the Internet or any other means. Violation of the law or any Gutenberg policy may result in termination of the privilege, other disciplinary measures, and possibly civil and/or criminal sanctions. Gutenberg reserves the right to deny, revoke, suspend, restrict, condition, close, or otherwise limit any user's account or access. No user should have an expectation of privacy while using Gutenberg's system. Users may not share their login or password with any other user or use any other person's login or password.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## LAUNDRY

Laundry facilities, located in the basement of the Gutenberg building, are provided free of charge as a privilege to residents *only*.

### LAUNDRY BASKETS

Each resident must provide his own laundry basket and mark his name on it prominently, leaving it in front of or on top of the washer or dryer occupied by his clothes so that other residents can empty the machines if necessary.

### LAUNDRY COURTESY

Residents are encouraged to move their laundry rapidly through the process to keep the facilities available for others.

When a resident who wants to use the washing machine finds it occupied with another resident's laundry that has finished washing, he may remove the laundry from the washing machine and place it in a laundry basket; he should *never* place it into the dryer except by permission of the owner, however, because drying may shrink or otherwise damage some clothes. A resident may remove another resident's laundry from a dryer when the laundry has finished drying and place it in a laundry basket.

While there is some room for laundry to be hung to air dry, it should be removed as soon as possible after it is dry so that other residents may use the space. Residents who need to use the drying space may either push other residents' dry laundry to one side or remove it to a laundry basket.

### 4.3. LAUNDRY MACHINE CARE

Please treat the washer and dryer with care to help extend their usable life. Ways to do this include: (1) emptying your pockets completely before putting your clothes in the washing machine; (2) using only commercially-formulated laundry detergent (no homemade "detergent" or soap); and (3) emptying the dryer's lint trap every time you place your clothes in the dryer.

## LIBRARY

Gutenberg College owns a small library of books. These books are cataloged and available for search and check out by eligible patrons. The following policies are intended to maximize the availability and location of all books with minimal inconvenience to users of the library.

### ELIGIBILITY

Members of the faculty, staff, current student body, current residents, and Board of Governors are free to check out books from the library. Other members of the community will have to apply with the college for library privileges.

### COLLECTIONS

There are two categories of books: the reserve collection and the general collection. The reserve collection is located on shelves outside the library in the foyer of the building. The general collection is located in two rooms: the library on the first floor and the loft on the third floor.



### **General Collection Circulation**

Patrons may check out books from the general collection for one month at a time. At the end of that time, they must return the book to the library. Patrons who present the book physically to the librarian may check the book out for another month.

### **Reserve Collection Circulation**

Only faculty and current Gutenberg students may check out books from the reserve collection for *two days* at a time. At the end of that time, the faculty and students must return the book to the library. If there are extra volumes of a reserve book, then faculty and students may present the book physically to the librarian and check the book out for another two days.

### **READING ROOMS**

Patrons may remove books from the shelves to read them as long as the books remain in a “reading room.” The reading room for loft books is the loft. The reading room for the books in the library room is the library, classroom, and living room. Books may not be taken beyond “reading rooms” without checking them out.

### **CHECK OUT**

To check out a book, take a photo of the barcode of the book and text or email it to the librarian. The contact information for the librarian is located in the loft and the library. If you cannot take a photo, please carefully copy the bar code number and book title, and send it to the librarian.

### **RESHELVING**

To return a checked-out book, place it in either of the library return boxes. One box is in the loft, and the other is in the computer room off the first-floor library. For books that have not been checked out but removed from the shelves, there is a special shelf in each of the two rooms for reshelving.

### **FINES**

To make sure that we can keep track of our collection fines will be charged under the following circumstances:

#### **General Collection Books**

There is no late fee for a late return of a book in the general collection. However, if after a month, a patron does not present the book to the librarian when asked, the book will be considered lost. See fines for lost books.

#### **Reserve Collection Books**

Books in the reserve collection that are not returned on time will be charged a late fine of \$2 per day.

### **Improper Book Removal**

Patrons who remove books from the shelf and take them beyond the reading rooms and have not checked out a book will be charged a \$20 fine. Basically, don't do it.

### **Lost or Damaged Books**

The fine for losing or damaging a book is equal to the price of replacement. In the event that the book is not replaceable or a similar volume cannot be found, a fine of \$50 will be charged.

### **LIBRARY CONDUCT**

Users of the library's main room should observe the following conduct policies:

- Computers used in the library should have their sound muted.
- If no one else is in the library when a library user leaves, then he should close the windows, turn out the light, and shut the door.

### **LIBRARY HOURS**

The library is largely a self-service library and therefore has very flexible hours. Gutenberg students have access to the first-floor library room and the reserve collection from 8:00 AM to 10:00 PM. The library in the loft is closed to off-campus students after 6:00 PM. unless an off-campus student is accompanied by a resident. Residents have access to all areas of the library, including the loft, 24 hours a day, except when they are being used for classes and other business of Gutenberg College. Current class and meeting schedules are posted in the Gutenberg office.

### **MAIL**

Mail is received Monday through Friday at the Gutenberg College business office.

Every resident will be issued a mailbox, and mail processed by the office will be delivered to that box. Boxes are located on the landing at the top of the stairs on the second floor. Correspondence and announcements will be delivered to this box.

Resident mail should be addressed as follows:

Resident's Name  
1883 University Street  
Eugene, OR 97403.

### **FORWARDING MAIL**

The Gutenberg College business office will forward mail to a resident during absences longer than one week if that person gives the office the dates of his absence and his forwarding address.

Persons who no longer reside on the Gutenberg College campus must notify the office of their forwarding address in order to have mail forwarded to them. Former residents must also directly notify all businesses and personal contacts of their address change. The post office will not forward mail or notify senders of address changes for students or residents. If a forwarding address is provided, the Gutenberg College business office will forward first-class mail to

students and former residents for one year. If no forwarding address is provided, or if mail comes after one year, the office will return the mail to the sender.

### **TELEPHONE**

Residents are encouraged to have their own cell phone. Gutenberg does not offer any phone lines for resident use, and residents may not list the Gutenberg College office as a number where they may be reached.

# **SECTION FOUR: RESIDENT ACTIVITIES**

## **REQUIRED ACTIVITIES**

Although the routine of the house is largely unstructured, residents are required to participate in a variety of activities related to community living:

- Residents retreat (annually)
- House meetings (quarterly)
- Meals Program (minimum attendance of three nights a week)
- Chores, including one kitchen clean-up (weekly)
- Workdays (quarterly)

### **ANNUAL RETREAT**

The retreat, which is an overnight trip, happens in the fall quarter, the weekend before Gutenberg College classes start. All residents are required to attend. The cost is included in the annual Residence Program fee.

The purpose of the annual residents' retreat is two-fold: first, to provide a fun and valuable time for residents to connect with each other before the demands of school set in; and second, to hold the first house meeting and assign the first quarter's chores.

### **HOUSE MEETINGS**

Residents meet all together at least once each quarter to discuss any resident issues. Chores for the quarter are assigned at the first house meeting in the quarter. (See "Chores" below.)

### **MEALS PROGRAM**

The Meals Program exists to provide the opportunity for residents to eat a nutritious dinner, to converse, and to build relationships. It plays a vital part in community life.

As part of the Residence Program, evening meals are served family-style at 6:00 PM each weeknight (Monday through Friday) during the fall, winter, and spring quarters *on the days Gutenberg College is in session*. Meals are also provided on snow days and Gutenberg College oral-evaluation days, which are the first day of winter and spring terms. (See the Academic Calendar at [gutenberg.edu/academics/](http://gutenberg.edu/academics/).)

### **The Pantry**

Residents are responsible for all their other meals. The Pantry is a resource for food available to individuals with a valid college student ID. The Episcopal Campus Ministry (ECM) distributes food to students once a week on Thursdays. The Food Pantry is located at 1329 E. 19th Street in Eugene. Students can also volunteer at The Pantry to help stock the shelves on Wednesdays and distribute food on Thursdays.

## **Resident Participation**

Residents are required to participate in the Meals Program, and the cost is included in the monthly rent. (An additional fee may be assessed for special meal preferences and requirements.) No refund is available for missed meals. The purpose of requiring the Meals Program is twofold: first, more people participating in the Meals Program makes it easier to provide good meals at an affordable price; and second, the Gutenberg staff and faculty would like to see the residents grow into a warm, supportive community. We know that we cannot make this happen; we can only create opportunities for people to interact and to get to know each other. In our experience, this happens best in situations where the primary object is not to get to know each other. Eating weekday dinners and helping to prepare and clean up after them fits the bill nicely.

Adequate participation is defined as attending a minimum of three dinners a week. Residents need to choose work and school schedules that will allow them to meet minimum attendance. Work or school scheduling that results in missing more than three meals per week on a regular basis may be interpreted as the resident not being interested in continuing his residence. “Save plates” are available *only* for work or school conflicts.

## **Kitchen Use**

Resident use of the kitchen is considered part of the required Meals Program. Residents are assigned refrigerator and pantry space to store food, and they are allowed to use the house kitchen to prepare their breakfasts, lunches, weekend dinners, and snacks.

In their use of the kitchen, residents are expected to wash, dry, and put away any dishes that they use and to obey all posted signs.

## **Meals-Program Food and Leftovers**

House “staples”— flour, sugar, beans, oats, and spices—are kept in stock in the kitchen and may *only* be used by residents of the house, the house cooks, and/or individuals preparing food for school events.

Meals Program meals and any leftovers are *only* for those who have paid for them (see exception below), which includes the residents of the house but also guests/visitors who have paid (or been paid for). Everyone with access to the leftovers should be considerate in their use of them—that is, taking reasonable portions for oneself and not giving meal leftovers to individuals who have not paid for the meal (for example, off-campus students). (Of course, residents may always share food that belongs to them—that is, food from their own pantry or refrigerator space).

Meal-leftovers exception: Three days after a meal happens, its leftovers are available to anyone, including off-campus students. So, for example, Monday's dinner becomes available on Thursday, Tuesday's on Friday, etc. Just add 3 to the date on the leftovers to determine when the leftovers are available to everyone.

Shelves have also been set aside in the Gutenberg house pantry for people to place items that they would like to share with the *whole* community—residents and off-campus students alike.

## **Non-Resident Participation in the Meals Program**

Non-residents may participate in the weekday dinners part of the Meals Program with the permission of the house manager and the cook. Cost is \$5 per dinner. Non-residents must obtain meal permission from the Residence Program manager and the cook 24 hours in advance of the meal. Permission to participate in the weekday dinners on a regular basis may be permitted.

## **Meal Preparation and Clean-up**

The meal-preparation team consists of a staff cook, one resident prep helper, and one resident set-up helper. The staff cook plans and prepares the meals for the Meals Program. Helping in the kitchen is one of the chores residents may choose to fulfill their chore requirement. (See “Chores” below.)

Meal Program participants are responsible for washing their own dishes after the meal. Kitchen and dining-room clean-up is provided by residents who are assigned at least one kitchen clean-up shift per week. (See “Chores” below.)

## **CHORES**

All residents are given individual responsibilities to help with maintenance and upkeep of the facilities. Chores will include the following: (1) approximately two hours per week of work inside or outside the residence; and (2) at least one weekly kitchen clean-up.

Chores are assigned at the quarterly house meetings, and a Residence Program staff person mediates the assignment of those responsibilities. Residents who have special skills and abilities relevant to building maintenance and upkeep may make them known to Residence Program staff before assignments are given.

## **Compliance**

Chores will be checked regularly in a manner prescribed by house management. Residents who do not complete their chores will be given a warning. Repeated offenses may result in a fine of \$20 per missed chore and a meeting with Residence Program staff. Eviction is a possible consequence for repeated offenses.

## **WORKDAYS**

Residents are required to participate in quarterly house workdays, which are usually scheduled on the second Saturday of fall, winter, and spring quarters. The workdays last approximately four hours, and breakfast and lunch are provided.

## **OPTIONAL ACTIVITIES**

### **STUDENT/RESIDENT ACTIVITIES**

Gutenberg College’s Student Services coordinates student activities to ensure they are beneficial to the student body and to Gutenberg College culture. Residents at Gutenberg College who are not Gutenberg students are invited to participate in many student activities and events. Activities have included the following: an a cappella gospel choir, co-ed recreational-league indoor soccer, and holiday parties (Halloween, Christmas).

## **STUDENT ART SHOW AND PERFORMANCE**

Gutenberg encourages students to participate in the Annual Student Art Show and Performance. This event usually takes place in March or April. Its purpose is to showcase the visual and performance art produced by Gutenberg students as well as other students in the Gutenberg community. Visual art is exhibited in Gutenberg College's Puccinelli Art Gallery.

## **SECTION FIVE: RESIDENT CONDUCT**

Residents must abide by all policies established by Gutenberg College as stated in this Resident Handbook, and they must behave in a legal, responsible, and considerate manner. All residents must indicate their acceptance of the Gutenberg College Code of Student Conduct and the Moral Issue Guidelines by signing a Residency Agreement at the beginning of each school year. (See Section One: Business Affairs: Applying to the Residence Program.)

Residents are free to pursue their lives and relationships in the house in an atmosphere of mutual support and encouragement. Because the staff and faculty of Gutenberg College are committed to creating an environment conducive to students learning to make adult decisions on their own, what the Residence Program requires—and does not require—of students has been carefully considered. The absence of some rules to regulate individual choices should not be interpreted as disregard or lack of concern for the importance of such decisions; on the contrary, individual choices, such as how to use technology or whether to enter a dating relationship with someone, are vitally important. Because these decisions are so important, the Residence Program seeks to provide an environment where residents can decide for themselves on these issues and, in the process, learn about decision-making in an atmosphere supportive of their faith. The Gutenberg College staff and faculty are always ready, however, to provide their input and experience to help students make wise decisions for themselves.

### **MORAL ISSUE GUIDELINES**

Residents are not required to profess Christian faith. However, in addition to abiding by the Code of Student Conduct for all Gutenberg College students, residents at the college must also agree to abide by the Residence Program's three "moral issue" rules.

1. No illegal or irresponsible drinking or drug use is permitted.
2. No sexual activity between unmarried people is permitted.
3. Residents agree to pursue kindness in their dealings with one another, especially in the midst of life's difficult struggles.

### **CODE OF STUDENT CONDUCT**

Residents are required to abide by the Code of Student Conduct required of all Gutenberg College students. The Code, which is part of the Gutenberg College Ethics Statement, is stated in the Gutenberg College Catalog, in the Gutenberg College Student Handbook, on the Gutenberg College website ([www.gutenberg.edu](http://www.gutenberg.edu)), and below.

#### **THE CODE**

To be a Gutenberg College student is to avail oneself of a unique educational opportunity. To benefit fully from the program, students must work hard and be cooperative members of the Gutenberg community. Therefore, every student must agree to be respectful of other students, residents, faculty, and staff, cognizant of the fact that in a small community the actions of one affect everyone else.



Our rights, privileges, restrictions, and freedoms are derived from our relationship to the community in which we live. Freedom properly exercised is expanded. When it is improperly exercised, it is reduced. Discipline is the community's process of responding to the abuse of rights, privileges, and freedoms. It includes helping the offender understand the way his action is not acceptable in the community and how his place in the community can be restored through mature acceptance of responsibility. Discipline is fundamental to education, a major purpose of which is to help people make a reasoned use of freedom and thereby acquire more.

Loss of privilege, restitution, suspension, or expulsion may be imposed on any student whose conduct on or off the campus disturbs the peace or diminishes the reputation of the college community. The kinds of misconduct that will bring discipline are as follows:

1. Conviction for violation of any federal, state, or local laws;
2. Dishonesty, such as giving false information, alteration or misuse of documents, plagiarism (which includes the use of Artificial Intelligence), cheating in schoolwork, impersonation, and other forms of fraud;
3. Theft, misuse, unauthorized use, or unauthorized entry of college or public property;
4. Illegal use, sale, or possession of stimulants, intoxicants, drugs, or tobacco products and vapes;
5. Use of marijuana in any capacity (even though legal in Oregon);
6. Storing or consuming alcohol on campus (except for administratively sanctioned events), providing minors with alcohol, consuming alcohol if under the legal-drinking age;
7. Willful failure to comply with the authorized directions of any college official, staff member, or tutor acting in the performance of his duties;
8. Obstructing or forcibly disrupting college activities;
9. Abuse, intimidation, or harassment of another person by physical force or threat of physical force;
10. Deliberate or careless endangerment to another person, such as the following: tampering with safety equipment, violation of safety regulations, and use of firearms, knives, explosives, or other weapons on campus.
11. Receipt or transmission of any material in violation of any state or federal law, including the receipt or transmission of any unauthorized copyrighted material or any threatening or obscene material via the Internet or any other means.

## **OTHER BEHAVIORS**

### **ANNOUNCING ABSENCES**

Gutenberg does not have a curfew or a check-in/check-out policy. Residents who will be gone overnight are asked to let the Resident Program manager and other residents know as a kindness to fellow housemates who might worry about an unannounced absence.

## **BORROWING GUTENBERG POSSESSIONS**

Residents may not “borrow” things that they do not have expressed permission to use. Not borrowing items without permission helps ensure that supplies are available for everyone when needed.

If a student or resident needs something owned by Gutenberg (a tool, for example), he should ask a Residence Program staff person for permission to use it—and not just take an item found lying where someone was using it.

## **DRUGS AND ALCOHOL**

### **Drugs**

Students and residents may not use any illegal drugs. Although marijuana is now legal in Oregon, Gutenberg College requires students and residents not to use marijuana in any capacity, on- or off-campus. We believe that it is not in keeping with the Gutenberg project.

### **Alcohol**

Gutenberg College wants to encourage students and residents to have a healthy attitude towards alcohol, one that is based on responsibility and respect. The Gutenberg campus is an alcohol-free zone. Except for administratively sanctioned events, no alcohol may be stored or consumed on campus, and no underage drinking or providing minors with alcohol is allowed. Students and residents who are of legal drinking age should refrain from drunkenness at all times, on- or off-campus.

## **HONORING OTHER RESIDENTS’ PRIVACY AND POSSESSIONS**

No resident may enter another resident’s room without permission. If a resident’s door is closed, visiting residents should knock and wait for the resident’s response before entering. If a resident does not respond to a knock, visiting residents should leave. If a resident’s door is open and visiting residents do not have permission to enter, *they should not* enter.

Residents may not disturb stored possessions of other residents.

## **HONORING QUIET HOURS**

In order not to disturb studying or sleeping residents, all residents are asked to be considerate when conversing or when using televisions, stereos, musical instruments, or anything else that might generate potentially intrusive sound. Noise should be avoided especially during “quiet hours” between 10:30 PM and 7:30 AM.

People coming in the back and side doors at night are asked to talk softly, close the door gently, and tread lightly because residents living above and below these doors are particularly vulnerable to noise from those sources.

If any Gutenberg neighbors are throwing a loud party, residents are asked to interact with them in a kind and respectful manner. If possible, residents should contact a Residence Program staff person to deal with the situation.

If neighborhood noise persists after midnight, and no Residence Program staff person is available, residents are advised to call the local police's non-emergency number, 541-682-5111.

### **WATCHING TELEVISION**

The "TV room" is in the basement and may be used by all residents (and their guests). Residents are urged to exercise good judgment when choosing what to watch or play in this common space. Films or video games with graphic sexual or violent material are strongly discouraged.

### **RESIDENT DISCIPLINE**

If a resident fails to comply with the resident-conduct or required-activity agreements, a meeting with Resident Program staff will be called, and further disciplinary measures may be decided on.

## **SECTION SIX: SECURITY AND EMERGENCY PROCEDURES**

Gutenberg College has established both emergency procedures and procedures to help ensure the security of the residents and the campus.

Residence Program staff will provide emergency contact information to participants in the Residence Program. In case of emergency when Gutenberg College staff are not available, residents should call either the Eugene Police Department's non-emergency number, 541-682-5111, or 911. In case of extreme emergency, residents should call 911.

### **DOORS AND WINDOWS**

All outside doors should remain locked at all times except during business hours (Monday–Friday, 8:00 AM to 4:00 PM). The back door in the stairwell and the bike-room door should be locked *at all times*, even during business hours.

Doors to the fire escape on the north side of the building should be closed at all times. They do not lock, but they have no handles on the outside. They do not close easily, however; therefore, anyone closing the doors should make sure they “click” shut.

First-floor windows may only be left open during the day if supervised by nearby residents. If no one else is around, the last person leaving a room with open windows should close and lock the windows.

### **PERSONAL SAFETY AND SECURITY**

Residents are asked to be responsible for their own safety and the safety of their belongings. The neighborhood surrounding the Gutenberg campus is a typical college neighborhood; everyone should be aware of his surroundings at all times.

Residents have had belongings stolen by people climbing the fire escape and entering the house through fire-escape doors or one of the windows that overlooks the fire escape. Residents have also had belongings stolen by transients entering through an unlocked front door, by other residents' visitors who were less than honest, and unfortunately, by other residents who were less than honest. Fortunately, these incidents have occurred rarely, and most of them could have been prevented if residents had kept doors locked. *Words to the wise: residents should watch their stuff.*

When residents encounter strangers in the Gutenberg building, they should politely inquire as to the person's identity and purpose in the building. If a resident has reason to believe that a person should not be in the building, he should contact a faculty or staff person or, in extreme cases, the police at 911.

### **FIRE SAFETY**

Residents are asked to familiarize themselves with the locations of fire call boxes, fire extinguishers, and escape routes from the Gutenberg building in case of fire. The fire escape on the north side of the building is not to be used except in case of fire.

Residents may not obstruct the fire alarms in their rooms with any decoration or object.

## **IN CASE OF FIRE**

1. If a fire alarm sounds throughout the building, then everyone should assume there is a fire and exit the house immediately, congregating on the front lawn of the Gutenberg building to facilitate a head count.
2. If an alarm sounds in one room only, the occupant(s) of that room should attempt to determine if there is indeed a fire in that room and how big it is.
3. If the fire is small, then the occupant(s) should extinguish it.
4. If the fire is not small or manageable, the occupant(s) should trigger a building-wide alarm at a fire callbox and exit the house.
5. When a building-wide alarm sounds, the fire department is called automatically.

## **FIRE EMERGENCY PROCEDURES**

### **If you discover a fire inside the building:**

1. If possible, activate the fire-alarm system.
2. Immediately exit the building, closing doors behind you.
3. Call 9-1-1.

### **If you discover a fire outside the building:**

1. Call 9-1-1.
2. Do NOT activate the building fire-alarm system.

### **If the fire alarm sounds:**

1. Feel the door or doorknob of the room you are in with the back of your hand. If it feels hot, do not open it—the fire may be on the other side of the door.
2. If the door is not hot, open it slowly. If the area outside the room you are in is clear of smoke, walk to the nearest fire exit and exit the building.
3. Close doors behind you.
4. Notify arriving fire or police personnel if you suspect someone is trapped inside the building, and tell them where the person may be located.
5. Gather outside on the front lawn of the building, and do not attempt to re-enter the building until instructed to do so by Gutenberg personnel or the Fire Department.

### **If trapped or otherwise unable to leave a room:**

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary, as outside smoke may be drawn into the room.

**If caught in smoke:**

1. Drop to hands and knees, and crawl toward exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through your nose, and use a filter such as a shirt or towel.

**If forced to advance through flames—a last resort:**

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

**USING A FIRE EXTINGUISHER**

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires (no larger than a wastepaper basket).

Firefighting efforts must be terminated within 15 seconds or when it becomes obvious that there is risk of harm from smoke, heat, or flames—whichever comes FIRST.

The P.A.S.S. Method of Using a Fire Extinguisher:

1. Pull the safety pin from the handle.
2. Aim the extinguisher at the base of the fire.
3. Squeeze the trigger handle.
4. Sweep across the base of the fire from side to side.

**ACTIVE SHOOTER**

Faculty and staff are familiar with procedures for readily acting in the case of an active shooter on school premises. This scenario is reviewed annually during a meeting.

**ACTIVE SHOOTER PREPAREDNESS**

The staff and faculty meet to review the procedures for an active shooter on campus annually. This prepares all employees to know what series of actions to take in order to increase the likelihood of the safety of everyone present on campus.

**IN CASE OF ACTIVE SHOOTER**

- (1) The first priority is to notify as many people on campus as possible. The goal is to provide a clear description of the shooter's position and movement in order to allow each person to make individual decisions based on this information and their own proximity to what is happening.
- (2) Persons should dial 911 and notify the authorities.

- (3) Each person must make smart decisions based on their environment and the proximity of the shooter. Though the decision must be based on the situation, the first priority is to encourage everyone to flee the premises if possible. Running away from the situation is urged.
- (4) If leaving campus is not possible due to the proximity of the shooter or for some other reason, the second-best choice is to hide in a room. If time allows, lock and barricade the door so that it is as difficult as possible to enter the room. The person or persons should then hide and remain quiet.
- (5) If the shooter should gain entrance to a room with people in it, those in the room must attempt to incapacitate the shooter. Any common items in a room, whether it be office supplies or books, should be thrown to overwhelm the shooter's orientation and then those in the room should make a best effort at confrontation.
- (6) All persons should stay away or hidden until an authority arrives and assesses that the situation is no longer a threat.

#### **ACTIVE SHOOTER RECOVERY**

Should the campus undergo any form of intrusion by an active shooter, the president will determine when the campus should reopen for classes. Appropriate action will account for physical damage, psychological and emotional trauma, and services provided for those in need.