



**TRINITY HOUSE  
HANDBOOK  
2023-2024**

# Trinity House Handbook

## A Guide to Trinity House Living

The Trinity House is committed to providing college-age women with an encouraging and rewarding living experience where they can be built up in their relationships with Jesus Christ and with one another. In light of this commitment, healthy and reasonable guidelines have been established regarding the operation of the House and the responsibilities of its residents. These guidelines are set forth in this document known as the "Trinity House Handbook."

### **Table of Contents**

Important Contact Information.....	1
Purpose Of The House.....	2
Description Of The House.....	2
Connection to FBC and CCF.....	2
House Council & Committee.....	2
Staffing Of The Trinity House.....	2
Trinity House Commitment Agreement.....	3
FBC Belief Statement.....	4-5
Moving Into The Trinity House.....	6
Arrangements for Moving Into the House	
Check-In Process	
Continuing Residency	
Occupants	
Room Choices and Change	
Seniority in the House	
Living At The Trinity House.....	7
Conduct	
Facilities	
Rent and Bills	
Food	
Guests and Visitors	
Leadership.....	14
Room Entry	
Roommates	
Safety and Security	
Summer Residency	
Moving Out Of The Trinity House.....	17
Check-Out Process	
Mail	
Lost, Stolen, or Abandoned Property	

### **Important Contact Information**

Trinity House Address.....	1987 University Street, Eugene, OR 97403
Collegiate Christian Fellowship (CCF) Office.....	541-345-0341 ext 208
College Pastor.....	541-349-5810
First Baptist Church (FBC) Office.....	541-345-0341
City of Eugene Police Department Non-Emergency.....	541-682-5111

## **Purpose Of The House**

The purpose of Trinity is to provide an intentional discipleship community where Christian college-age women seek to live, love and lead like Jesus. Trinity is a place for young women to engage in discipleship through their relationships with Jesus Christ and with one another. In light of this heartbeat, the House aims at establishing a healthy environment where all facets of college-age life (i.e. spiritual, academic, intellectual, emotional, cultural, social, and athletic) may be pursued in ways honoring to the Lord.

## **Description Of The House**

The Trinity House is a college women's Christian co-op owned and operated by First Baptist Church of Eugene and its college ministry, Collegiate Christian Fellowship (CCF). The Trinity House is situated near the University of Oregon in a quiet, residential district of the campus community and is complemented by picturesque landscaping. Its convenient location makes it easily accessible for UO, LCC and Bushnell students.

## **Connection to FBC and CCF**

The Trinity House is integrally supported by the ministry of First Baptist Church (FBC). Nowhere is this support more evident than in the House's vital connection to the FBC college ministry, Collegiate Christian Fellowship (CCF). In light of these relationships, every resident is encouraged and expected: 1) To be involved in the ministry of CCF (i.e. this includes, at least, regular attendance to CCF Worship, as well as, consistent involvement in a Life Group and/or ministry of their choosing); and 2) To attend, when in town, one of the weekend worship services at FBC. These expectations do not preclude a resident from also being involved in another ministry (ex. parachurch ministry) and/or attending an additional church service elsewhere, as long as any additional ministry involvements do not conflict with the resident's agreement to abide by Trinity House Commitment. Over the years, we have discovered that college-age believers (which include House residents) have gained the greatest benefits in their own lives when they have become connected to a healthy community of their peers (such as CCF) and have established a healthy connection to a solid local church (such as FBC). We have found this combination to be one of the key ingredients for helping them to successfully navigate life after CCF and their college-age years.

## **House Committee**

The House Committee shall be made up of FBC Members committed to the oversight and well being of the physical house and its residents. They will help to make decisions regarding rent, upkeep, and other serious issues as they arise.

## **Staffing Of The Trinity House**

The staff of the Trinity House are here to make your experience as exciting, rewarding, and meaningful as possible. They are here to serve and encourage you in your relationship with the Lord and with each other. The full-time, onsite Trinity House Staff includes: the House Manager, Assistant House Manager, and often Support Staff. We seek to staff the Trinity House with a ratio of one onsite staff person for every 10-12 residents. Other Trinity House Staff who serve at the house, but do not reside at the House, are the: House Cook, House Handyman, College Women's Director, and College Pastor.

## **Requirements For Living At The Trinity House**

There are three basic requirements for living at the Trinity House: 1) Be a college-age female between the ages of 18-25, either in college or working toward college; 2) Know Jesus Christ as your Savior and be seeking to grow in your walk with Him; and 3) Be willing to agree with and abide by the Trinity House Handbook, particularly as it is summarized in the Trinity House Commitment.

## **Trinity House Commitment Agreement**

The Trinity House Commitment comprises what the Trinity House will commit to do for its residents and what the residents will commit to do as members of the Trinity House. The aim of the Trinity House Commitment is to provide a solid foundation for the House, which will serve to benefit every resident in her walk with the Lord and in her relationship with others, particularly with other House residents.

The Trinity House, it is committed to providing residents with: 1) A home where Jesus is honored and hearts are changed; 2) An opportunity to build healthy and lifelong friendships; 3) A living experience that will compliment, encourage and support residents in their college-age journey and beyond; and 4) An environment to experience, and develop the ability to live in dynamic community

The following expresses the basic commitment for Trinity House residents:

*As a resident of FBC's Trinity House, I am committing myself to God and to the women of the Trinity House to...*

### ***I will protect the unity of the Trinity House***

- ...by acting in love towards others*
- ...by refusing to gossip, grumble, or argue*
- ...by following those in leadership*
- ...by submitting to the Trinity House Handbook and Policy*

*Romans 15:5* "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus."

*1 Peter 1:22* "Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart."

*Ephesians 4:29* "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

*Philippians 2:14* "Do everything without complaining or arguing..."

*Hebrews 13:17* "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

### ***I will share in the responsibilities of the Trinity House***

- ...by praying for its health and growth*
- ...by faithfully fulfilling my responsibilities in the House (House Meetings, Chores, KP, etc.)*
- ...by warmly welcoming those who visit*

*1 Thessalonians 1:2* "We always thank God for all of you, mentioning you in our prayers."

*Romans 15:7* "Accept one another, then, just as Christ accepted you, in order to bring praise to God."

*Colossians 4:5-6* "Be wise in the way you act toward outsiders; make the most of every opportunity. Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone."

### ***I will serve in the ministry of the Trinity House***

- ...by seeking to develop a servant's heart*
- ...by using my gifts and talents to minister to others*
- ...by taking the initiative to minister to others*

*1 Peter 4:10* "Each one should use whatever gift he has received to serve others faithfully administering God's grace in its various forms."

*Ephesians 4:11-12* “It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up.”

*Philippians 2:3-4* “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 interest, but also to the interest of others.”

### ***I will support the testimony of the Trinity House***

*...by living godly lives*

*...by seeking to share my faith in Jesus Christ with others*

*...by faithful involvement in CCF and FBC*

*Hebrews 10:25* “Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - all the more as you see the Day approaching.”

*Philippians 1:27* “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in one spirit, contending as one man for the faith of the gospel.”

*Mark 1:35* “Very early in the morning, while it was still dark, Jesus got up, left the house and went off to a solitary place, where he prayed.”

### **First Baptist Church Belief Statement**

First Baptist Church is committed to core beliefs that reflect the historic, orthodox beliefs of the Christian Church through the ages and which form the foundation for our key decisions. We believe that in these essential beliefs, we are to have unity (Eph. 4:4-6); in non-essential beliefs, we must have freedom (Rom. 14:1-2); and, in all beliefs, we need to demonstrate love (I Cor. 13:2). Residents at the Houses are not required to hold these beliefs but they will influence the instruction they receive from in the Houses, in the college ministry (CCF) and in the larger FBC community.

#### The Bible

We believe the Bible is the divinely revealed, living Word of God and is our ultimate authority for faith and life. We believe both the “Old” and “New” Testaments (which contain 66 books) are verbally inspired (“God-breathed”) and are entirely true and without error in the original writings. We believe the Bible is powerful and indispensable in a believer’s life, and is incapable of leading one astray when clearly understood through a sound method of interpretation and the work of the Holy Spirit. (II Tim. 3:16-17; II Pet. 1:20-21)

#### God

We believe there is one true God who is the Living and Almighty Creator and Ruler of the universe. We believe He has eternally existed in three distinct persons – Father, Son, and Holy Spirit – who are co-equal in being, nature, power, and glory. We believe God created everything for His glory and that everything is subject to His sovereign will. (Matt. 28:19; Gen. 1:1; Heb. 1:1-13; Acts 5:3-4; John 10:30)

#### Jesus Christ

We believe Jesus Christ is the Son of God and the only way of salvation. We believe He was born of the virgin Mary and is God the Son. We believe He has always existed in absolute perfection, without sin, and that He died on the cross for our sins. We believe He rose physically from the dead in order to conquer sin and death once for all and He is now ascended to the right hand of the Father into glory. We believe He alone is the mediator between God and people, making it possible for us to come into a right relationship with Him. (Isa. 7:14; Matt. 1:18-25; John 1:14; I Tim. 2:5; Phil. 2:5-8)

#### The Holy Spirit

We believe the Holy Spirit is co-equal with the Father and the Son, and is still active today in transforming people's lives. We believe He convicts people of their sin, draws unbelievers to God, and indwells every believer for the purpose of enabling him/her to live a life pleasing to the Lord. We believe He gifts each believer in unique and special ways to serve and build up the body of Christ. (John 14:16-17; 16:7-12; Eph. 1:13-14; 1 Cor. 12:7-11)

### Human Beings

We believe people are uniquely created by God, for God, and are desperately in need of God. We believe every person is a special creation of God, for they alone are created in the "image of God." Sadly, while people were created for the purpose of relationship with God, because of sin, this fellowship has been broken. As a result, all of us are sinners by nature and by choice, and apart from the saving work of Christ, will experience the consequences of our sin – eternal separation from God. (Gen. 1:26-27; Rom. 3:10, 23; 5:12; Eph. 2:1-3)

### Salvation

We believe salvation, from beginning to end, is the gracious work of God, based on the finished work of Christ. It cannot be earned through self-improvement or good works. We believe it is only by trusting in Jesus Christ as God's offer of forgiveness that anyone can be saved from the penalty of sin. We believe that when a person turns from their self-ruled life and turns to Jesus in faith, accepting what He did on the cross for them, he/she is saved. We believe all who receive Christ become children of God and are secure in Him. (John 1:11-13; I Cor. 12:13; Col. 1:18)

### Christian Growth

We believe Christian growth happens when a believer, through the power of the Holy Spirit, engages in an ongoing process of being transformed into the image of Christ. We believe this growth (or sanctification) is a work of God's grace that is neither automatic nor instantaneous, and requires a believer to keep in step with the Spirit through purposeful and disciplined involvement in spiritual disciplines of prayer, worship, Bible study, fellowship, serving, giving, sharing our faith, etc. (Philippians 2:13; Galatians 5:25; 2 Corinthians 3:18; 2 Peter 1:3-7)

### The Church

We believe the Church is God's people and that it exists to glorify God and to fulfill His purpose of making disciples throughout the world. We believe it exists in two manifestations: 1) the universal church which consists of all those who know Jesus Christ as Savior throughout all time; and, 2) the local church which consists of a community of believers in Christ who, by the leading of the Holy Spirit, have voluntarily joined together for worship, for instruction, and for service of our Lord as a local manifestation of the body of Christ. We believe Jesus alone is the Architect and Head of the Church. (Matt. 28:18-20; I Cor. 12:13; Acts 2:47; Rom. 12:5; Col. 1:18)

### The Future

We believe in the "blessed hope" – the literal and imminent return of Christ to claim His people. We believe Jesus has gone before us to prepare a place for believers in heaven. We believe He will judge His people and reward them according to their deeds. We believe the Bible teaches there is a literal hell for those who reject God. (I Thess. 4:13-18; John 14:1-6; I Cor. 15:51-52; Matt. 10:28)

## **Moving Into The Trinity House**

### Arrangements for Moving Into the House

Once an applicant has been accepted, arrangements to move into the House are made with the Trinity House Manager or Assistant Manager. Typically the House officially opens for the academic year one to two weeks prior (usually on a Saturday afternoon) to the beginning of fall classes at the UO. The House Contract for a given year will specify the exact beginning and ending dates for that year.

### Check-In Process

On Move-In Day, residents will officially check-in with the House Manager and/or her designee upon their arrival to the House. Each resident will need to:

1. Complete a check-in form
2. Complete an emergency contact form
3. Pay the first month's rent and any remaining fees

### Occupants

Occupants are only residents who have been officially accepted into the House, and they have completed the above Check-In Process will be permitted to occupy their assigned room. This includes any roommate who may be assigned by the Trinity Manager at her discretion. No other occupants shall be permitted without the prior permission of the House Manager.

### Room Choices and Changes

The House is large enough to comfortably sleep over forty-eight residents. Room choices are primarily based on house seniority, and are organized by the House Manager and/or Assistant House Manager. There are single, double, and triple rooms with double rooms being the majority. Room changes are possible during the year: 1) If a resident should leave the House and her room becomes available; or 2) If, in rare cases, there are unresolvable issues that could be bettered by a change of rooms. There may be instances when the House Staff must make necessary room changes, but these are very infrequent. It is important to note that the Trinity House guarantees a space, but not a particular room, and we reserve the right to make changes when necessary.

### Seniority in the House

House seniority is determined upon the date we receive an accepted applicant's signed House Contract, House Commitment Agreement, deposit and house activity fee. House seniority determines room selection, room changes, house jobs, and parking privileges. Exemptions for seniority occur on occasion for college staff in the house. These are important reasons for returning the House Contract, House Commitment Agreement, and making payments as soon as possible.

### Continuing Residency

Current residents will have priority to reserve rooms for the following school year. They will receive renewal House Contracts during Winter Term and will have until an assigned date near the end of the term to return them to the House Manager if they plan on returning for another year and maintaining seniority in the House. Their renewal contract will confirm their seniority in the House for the following school year, but will not guarantee a spot until the College Pastor and House Management has reviewed their renewed contract. In some cases, residents may not be guaranteed an offer to renew their contract if the House Handbook or House Commitment are not upheld. If a resident breaks his renewal contract, the resident will continue to be responsible for the rental amounts therein until a replacement resident is secured. Residents who do not return their renewal contract by the assigned date will forfeit their seniority and spot in the House for the following school year.

## Living At The Trinity House

### Conduct

A member is expected to pursue a lifestyle inside and outside the House, which reflects positively upon her reputation before the Lord Jesus Christ and the reputation of the House (1 Tim 4:12), as it is summarized in the Trinity House Commitment. Inappropriate behavior shall be defined as any action that is considered offensive, abusive, violent, or perverted in accordance with biblical principles and/or laws maintained by the current government (local, state, or federal). Legal and biblical authorities may be brought before the House upon a disagreement in the interpretation of biblical or civil laws. Misconduct shall be defined as any action that is considered destructive (to physical property), harmful, or violent in regards to the residents of the House.

### Cooperation with House Leadership and Staff

All residents of the Trinity House are required to comply with reasonable requests and lawful orders from any or all of the Trinity House Staff members. Verbal, physical, or emotional abuse directed at any House Staff member will not be tolerated and may subject the offending resident or her guest(s) to House disciplinary action.

### Firearms and Explosives

No live explosives (fireworks, bombs, etc.) are allowed on House property or at any House functions. Firearms and ammunition shall also be prohibited on House property. There shall be no discharge of firearms on House property and all firearms are prohibited at House functions. In addition, the discharge of minor firearms (air guns, bb guns, pellet guns, etc.) shall be prohibited on House property. Any violation of this policy shall be considered harmful and dangerous, and shall be dealt with according to appropriate disciplinary action by the House Committee.

### House Discipline

The goal of House Discipline is restoration. Discipline guidelines are drawn from Jesus' teachings of conflict resolution in Matthew 18. Any violation, therefore, of the house guidelines may result in a specific consequence. In the event of any questions, a plurality of House leaders (at least three) will determine whether or not a violation has taken place. If the end in an impasse, the House Manager provides the tie-breaking vote. In exceptional instances, the College Pastor, College Women's Director, and/or House Committee will intervene.

### Quiet Hours and Noise

The House is a residence for students, therefore, specified times of quiet study and sleep are necessary. Quiet hours will be from 11pm to 11am, Sunday through Thursday, and 12am to 11am on the Weekends. While these hours can be changed by House consensus and House Manager approval, the principles governing quiet hours will not change, for they are simply those principles in scripture that address respecting the needs and honoring of others. For example, music may be played during these hours, as long as there is no disturbance of another person. Any conflicts should be resolved graciously between the parties involved. It should be remembered that playing music is a privilege, not a right, at any time in the House.

### Smoking and Drinking

There shall be no consumption or possession of alcoholic beverages, marijuana, e-cigarettes, or tobacco on property owned or leased by FBC or at any function sponsored by, or affiliated with, the House. This policy is effective regardless of the legal age of the members involved. Any allegations concerning the consumption or possession of alcoholic beverages, marijuana, or tobacco on property owned or leased by the House shall be submitted in writing to the House Manager by the current resident of the House and shall be accompanied by the testimony of at least one other current resident. The House Staff shall review the allegations and decide the appropriate course of disciplinary action to be taken.

### Sports in the House

While sports are encouraged outside of the House, residents may not engage in any sports in the hallways,



stairwells, lounges, rooms, or other public areas of the House. In addition, residents may not ride bikes, wheeled vehicles, or any types of skate or skateboards anywhere in the House. Please do not ride on or use your skates, skateboards, bicycles on House benches, tables, and stair railings.

## Facilities

### Cleanliness of the House

All resident rooms, common areas, bathrooms, and kitchen must be kept in a clean state. It will be the responsibility of the residents to maintain the cleanliness of their own rooms, and the responsibility of all residents to maintain a reasonable standard of cleanliness for the remainder of the House.

### Appliances

The House electrical system is not designed to carry heavy loads of electrical equipment. Extension cords should be used properly and not be frayed or overloaded. If you have several electrical items you will be using (ex. computer equipment), you should purchase a UA approved power strip with built-in circuit breakers. Due to fire concerns, the following items are not allowed in residents rooms: hot plates, toasters, toaster ovens, broilers, space heaters, halogen torch lamps, or sunlamps. Mini-fridges may be approved by the House Manager.

### Bicycles

Bicycles are to be parked in the designated bike area at the back of the House. Each owner is responsible to secure her own bike. Lost or stolen bikes are not the responsibility of the House. No bicycles may be stored anywhere else (i.e. hallways, stairways, entryway, etc.) in the House without specific authorization from the House Manager (ex. during Christmas vacation). Each resident will receive access to the Bike Barn.

### Bunking and Lofting Beds

Bunking and lofting beds is permitted in certain rooms. All lofting of beds must be completed by, or with the approval and supervision of, the Housing Maintenance Staff. Any other lofting of beds is prohibited (ex. construction of lofts, using cinder blocks to raise beds, etc.). When in doubt, check with the House Manager.

### Cable Television and Internet Access

The House has televisions located in the first floor sitting area and the basement/recreation room. High-speed WiFi is available in each room and throughout the House. Residents are not permitted to reconfigure (add to, subtract from, etc.) any of the phone, cable, or internet lines, or equipment. Ideas for improvements on any communication systems are welcome and can be presented to the House Manager for consideration. Residents agree to abide by all laws and contracts pertaining to internet usage. Any misuse of House internet which violates the law and/or the House Commitment will be addressed and disciplined by the proper authorities.

### Candles and Flammable Materials

Possession or burning of flammable materials including, but not limited to, candles, gasoline, kerosene lamps, lighters, and incense is hazardous to the health and safety of residents and is prohibited inside the House. The burning of flammable materials on CCF property is prohibited, other than safe and proper operation of the House BBQ.

### Decorations and Improvements

Decorating your room is encouraged, but please do so in a manner that won't damage your surroundings. Because tape and stickers can cause damage, it is recommended that residents use non-stick tape or putty to hang posters, etc. Items cannot be attached to, or impede, any fire safety equipment including

smoke detectors, sprinkler heads or pipes, and exit signs. Also, the decorations must not impede access to the hallways, doorways, stairs, or other exits. Decorations may not be hung from the ceilings. Rooms may not be painted, wallpapered, paneled, or redesigned by the occupant. Care should be exercised in hanging pictures and posters. When in doubt, consult the House Manager. Questionable signs or decor (which do not support the purpose of the House or which you wouldn't want your parents to see) should not be put up. The House Manager has the right to have questionable material taken down.

#### Furniture and Room Furnishings

Every resident room comes furnished with a bed, desk, desk chair, twin mattress, and closet. All items must be accounted for at the time of checkout. Residents are responsible to maintain reasonable living standards and are responsible for all damage that occurs to furnishings. Damage to furnishings will be assessed by the House Staff.

#### Garbage Disposal and Recycling

Residents must dispose of garbage and recycling in the appropriate bins and locations. Garbage is not to be left in stairwells, lounges, by the doors, or on the ground by the dumpsters.

#### Heat

Please do not obstruct or damage heating units or tamper with the House thermostats. Heat control in some of the rooms is tricky business. The central thermostat is to be regulated by the House Manager. Please remember to keep objects a safe distance away from the heaters.

#### General House Care

Food and drink are encouraged to be kept within the designated dining and kitchen areas. Food is allowed in other areas as long as cleanliness is maintained. Removal of this privilege is subject to the House Manager, College Women's Director, or College Pastor. Do not throw objects inside the House. Be extra kind to the furnishings - they need to last for a long time. Remember, if you act in a way that causes damage to house furnishings you will be responsible for the cost of replacing the broken object(s). Also, if you see a light or TV on that does not need to be, please turn it off.

#### House Furniture

Public furniture of the House (i.e. living room furniture, etc.) must remain in the community area as it is found. Public furniture should never be in a resident's room.

#### House Chores & KP

Each member is responsible for one house chore and one kitchen patrol (K.P.) duty per week with the purpose of keeping the house clean and in order. Each house chore takes between 15-45 minutes. The House Chores Officer is in charge of organizing and inspecting all house chores. Individual house chores are determined each term by signing up on a seniority basis. In addition to normal chores, occasional work-days will be organized and scheduled by the House Chores Officer (i.e. spring cleaning). Every House member is required to participate in these workdays.

Failure to complete chores or KP will initiate House Discipline. The goal of House Discipline is restoration. The first offense will be \$10 and will increase by \$10 for every additional offense.

#### Interruptions in Normal Service

The House is not responsible for the continuation of food, heating, and accommodations at normal levels in the event of a natural disaster, power or water interruptions of house property, or in the event of other natural events wholly beyond the control of reasonable anticipation of the House.

### Keys

Each resident is given a key fob for the exterior door of the House and the option to have a room key. This allows limited access for safety reasons. All keys remain the property of the House and may not be duplicated by residents. Residents are not allowed to loan, sell, or transfer any House keys for the purpose of allowing the person to use House facilities. If you lose a room key or key fob, contact a House Staff member for the safety and security of the House. There will be a \$25 fine for each room key lost and a \$10 fee for each key fob, which will be assessed to the resident's account. In addition, there will be a fine for those who distribute keys to anyone outside of the house.

### Laundry Facilities

There are coin-operated washing machines and dryers located in the basement of the House for the convenience of the residents. Please make an effort to remove your clothes as soon as they are done and not occupy the machine for more than two hours at a time. Wash mud and dirt off outside of the House with the hose, not in the bathroom. If you have problems with the laundry facilities, please contact the House Manager.

### Library

Any House books and movies are for the benefit and enjoyment of the residents and guests of the House, and may not be taken from the House.

### Mail

Each resident is assigned their own individual mailbox cubby.

Mail can be sent to: Trinity House, 1987 University Street, Eugene, OR 97403

We request that residents take the proper steps to change their mailing address following their time at the house, so that mail is properly forwarded.

### Maintenance and Repairs

If you have a non-emergency maintenance need, please speak with the House Managers and be willing to also email them an explanation. Please make sure to specifically explain the location and nature of the problem. If there is an emergency maintenance need (ex. burst pipe, broken window or door, overflowing toilet, etc.) please contact a House Staff member immediately. Network/internet repairs are viewed as non-emergencies.

### Outdoor BBQs

The House is equipped with quality BBQs that are for the use of the House Cook only (unless approved).

### Parking

Although limited parking is available around the House, parking on House property is reserved for the House Cook, Handyman, and House/CCF Staff. Unauthorized vehicles may be towed from the premises at the expense of the owner. The neighborhood around the Trinity House has recently been rezoned so that all parking is handled through the City of Eugene office, regardless of seniority in the house.

### Pets

Due to health, allergy, safety, and damage concerns, pets are not allowed. The only exceptions to this are fish that only require a small container, no aquariums of any size are allowed. Pets include, but are not limited to dogs, cats, mice, rats, gerbils, snakes, birds, and turtles.

### Renter's Insurance

The House is not responsible for damaged (ex. fire or water damage) or stolen property in resident

rooms, public areas, laundry, or storage rooms. It is your responsibility to secure your room. Please check with your parent's homeowner's insurance to make sure your belongings are covered. If they are not covered, it is strongly recommended that you purchase renter's insurance to protect yourself and your belongings.

#### Waterbeds

Waterbeds or water furniture are not allowed.

#### Storage

There is some storage space in the House. Storage spaces are assigned by the House Staff and must be clearly labeled by residents and neatly stored in their designated areas. Storage space will not be available during the summer for non-summer residents. Questions about storage should be directed to the Manager and College Pastor.

### Rent and Bills

#### Room and Board Rates for the House

Room and board rates are established by the House Committee. Monthly payments are determined by taking the total lease amount for the academic year and dividing it into nine equal payments. Such rate will be included in the House Contract. It is the responsibility of the resident to communicate with the College Pastor and House Manager any need for an adjustment in payment schedule.

House bills are to be paid by the 15th of each month with the exception of the first payment which is due upon move-in. Monthly rent should be given to the House Manager by mail or in-person.

#### Failure to Pay Rent

Upon failure by Resident to remit payment in full of the monthly house bill within four (4) days after its due date, the House Manager shall issue a written warning to Resident and Resident shall pay to FBC a late fee of **\$10.00** per day for each day after the 19th day of the month that the monthly house bill remains delinquent. Failure to pay monthly house bill by the 25<sup>th</sup> day of each month in which it is due may, at FBC's option, be treated by FBC as a default by Resident under this House Contract.

Residents are responsible for any fees FBC may incur due to bounced checks.

#### Occupancy

Occupancy occurs when the resident is issued her room assignment and a key fob. Actual physical occupancy of the room by the resident and/or placement of her possessions within the room is not necessary to constitute occupancy.

#### Temporary Absence Due to a Student Exchange Program

We encourage residents to participate in Student Exchange programs, but you must take into account your obligations under the House Contract which is a binding rental agreement with the Trinity House. If you choose to be gone on an Exchange Program, you must choose one of the following options below. If you do not, your contract will be terminated and all aspects of the third option will apply.

1. You may continue to pay the current monthly rent for the duration of your absence (as if you were still in Eugene) and retain your seniority status.
2. You may find a suitable replacement resident for the duration of your absence. This individual must complete the application and interview process just like any other new resident and be officially accepted into the House. You will retain your seniority status.
3. You may breach your contract. See Below.

### Termination of the House Contract by the House Resident

If the resident chooses to move out prior to contract termination date, a resident's default under the House Contract. The resident shall owe FBC the lesser payment of two additional months rent (\$1870) or the rental amount remaining on the House Contract. FBC shall credit Resident's account with any base rental amounts received by FBC for the remaining term on Resident's House Contract if a new resident reasonably approved by FBC is found to replace Resident as a lessee.

### Termination of House Contract by the Trinity House

In addition to any other rights and remedies available under law, the Trinity House may terminate this House Contract upon the occurrence of any of the following circumstances: 1) The resident fails to pay scheduled room and board when due and such failure to pay continues for more than ten days after the due date of such payment, except where the Trinity House has agreed in writing to extend the due date of such payment; 2) The resident breaches, violates, or otherwise is in default of any of the terms and conditions of the agreement; or 3) The resident fails to comply with the policies, procedures, and commitment set forth in this agreement - the Trinity House Handbook. In such an event, the Trinity House will provide applicable notice and pursue eviction and remedies pursuant of Oregon law.

### Requirement to Vacate the House Upon Expiration of Housing Contract Term

When a resident's House Contract expires and has not been renewed in writing, the resident shall immediately vacate the Trinity House premises and remove all of her property. If the resident's property remains in or about the Trinity House after her agreement has expired without renewal or has been terminated, the Trinity House can reasonably understand the resident has abandoned such property and may dispose of it in accordance with Oregon law.

### Indemnity

To the full extent permitted by the law, residents of the Trinity House shall defend, indemnify, and hold harmless the Trinity House and First Baptist Church of Eugene, an Oregon nonprofit corporation, and its officers, agents, employees, and directors from and against all claims, actions, liabilities, and costs including attorney fees and other costs of defense arising from a Trinity House resident's failure to comply with any policy, procedure, and/or commitment set forth in the Trinity House Handbook, or arising from any act, negligence, or failure to act of the resident or any of the resident's agents, relatives, invitees or guests. Residents shall be responsible for attorney fees, costs, and disbursements pertaining to breach of obligations, in attorney fees and costs incurred on appeal and in collection of indebtedness.

## Food

### House Cook

The Food Service Coordinator works in partnership with Cooks to schedule and provide meals, as well as secure pantry food. The House managers and officers will partner with the Coordinator and Cooks to see to it that weekday meals are provided. The House food budget and Cook's pay is approved by the House Committee.

### House Meals

Residents will be provided weekday breakfasts, lunches, and dinners. Residents are responsible for their own food on the weekends, holidays, and vacations- although leftovers are usually available.

The House Cook(s) is responsible for preparing the weekday lunches and dinners. Breakfast fixings are available for residents to prepare and assemble. The House Cooks shall be responsible for providing the

necessary food items for breakfast.

Weekday lunches and dinners will be served in the dining room at established times each term. Meal times and locations may be changed by vote of the house members with approval of the House Cook and House Manager. Meal locations may also be changed by the same.

#### Dinner Devotional

Every dinner is preceded by a brief devotional. These devotionals are to be led by house members on a rotating basis. Every member who expects to be present at a regularly scheduled dinner shall, out of courtesy to others, be on time. This courtesy includes being present fifteen minutes prior to dinner for the devotional.

#### Guests and Absences

Every member is entitled to invite guests to lunches or dinners throughout the year; however, abuse of this privilege (as, for instance, in the repeated entertaining of a particular guest) may, in the exercise of the House Manager's discretion, may cause the revocation of this privilege. Please give adequate notice to the cook, as prescribed. Ask House Leaderships how this is to be done.

If a resident is going to be regularly absent from a certain meal or knows in advance that they will be absent from a particular meal, we ask that the cook be notified so portions can be adjusted. Ask House Leaderships how this is to be done.

The House Cook, in conjunction with the K.P. Officer, shall establish the kitchen guidelines. For example, the refrigerators and freezers are off-limits (except for the snack shelf), shoes are to be worn in the kitchen and dining room at all times (as per health code), and dishes are to be rinsed and appropriately stacked after all meals.

#### House K.P.

Each term the K.P. Officer will organize the KP schedule in accordance with seniority. Each member will have at least one KP per week (except for House Leadership). The KP duty will involve setting up for meals, serving the food, cleaning up the dining room and kitchen, and washing pots, pans, and dishes. Detailed KP responsibilities are to be posted in the kitchen.

#### Guests and Visitors

We welcome visitors at the Trinity House. The impression given on the phone or in person will likely be the impression a visitor has of the entire House. Attitudes toward visitors in the House should be gracious and helpful. Make them feel at home.

Friends are welcome and may visit a resident's room or be left alone in the House according to the member's discretion or House Handbook. Out-of-town friends may spend no more than three nights with a member, provided the House Manager grants permission. Abuse of this privilege may result in its loss. Residents are also responsible and accountable for the conduct of their guests while at the House. Cost of repairing any damage to House property by a guest of a resident will be charged to the resident.

If you see someone you don't know, ask if that person is being helped. This is for your own safety, as well as good manners. Complete strangers are allowed only on the first floor and are not to be left unattended.

#### Guy Hours

Guy hours (where guys are not allowed on the second or third floor) are the same as quiet hours: 11pm-11am Sunday through Thursday, and 12am-11am on the weekends. Guys must leave the Trinity

House by 2am. While these hours can be changed by House consensus and House Manager approval, the principles governing guy hours will not change, for they are simply those principles in Scripture that address respecting and honoring the needs of others. At any time in which a male is visiting a resident's room, the door to that room must remain open. Any unethical conduct or violation of this visitation privilege is a severe matter to be dealt with accordingly by the House Manager and/or House Committee.

In the event you encounter a conflict between a visitor's desire and that of the House Handbook, politely explain the conflict and feel free to direct the matter to the House Manager, to the Assistant House Manager or other House officer. Avoid entering into conflict with a visitor directly. Also, remember, we have no phone or restroom available for public use. Direct a need of this kind to the UO campus.

### Summer Residence

Summer residents shall pay a monthly summer rent determined by the House Committee, as specified in their Summer Residence House Contracts. The summer House Manager and Assistant Manager shall oversee and assign duties to keep the outside and inside of the House in order. Summer residents shall provide their own food, and will be given limited refrigeration space for their food. The House is sometimes coed in the summer with one floor assigned to the women and the other to the men.

## **Leadership**

### House Officers

Offices make up the House Leadership Team, which is the student governing body of the Trinity House. These positions include: House Manager, Assistant House Manager, Advisor, Chores officer, KP officer, Communications Officer, Connections Officer, and Recruitment Officer.

The House Manager provides oversight and leadership of the House as defined in his job description. He is compensated with room and board, and a salary approved by the House Committee. The House Manager is directly accountable to the College Pastor and the House Committee. The Assistant House Manager is responsible for assisting the House Manager in overseeing and leading the House as defined in his job description. He is provided with room and board and a salary as approved by the House Committee. The Assistant House Manager is directly accountable to the House Manager. Officers apply and are selected by the House Managers to serve for the school year.

### Support Staff

The Trinity Support Staff Member is responsible for shepherding and encouraging House leaders and residents. The House Advisor is also a CCF staff member who fulfills key roles in the ministry of CCF.

### House Handyman

This individual is responsible for maintaining the physical aspects of the House. He can be reached most easily through the House Manager or Assistant House Manager.

### House Committee

The House Committee is a team of members from First Baptist Church who provide general oversight, direction, and accountability for the House and its leadership.

### House Meetings

House meetings give an opportunity for weekly encouragement and fellowship for the House. They also give an opportunity for problems to be discussed and solutions or improvements to be found. House meetings shall be arranged and led by the House Manager (or Assistant House Manager in the absence of the House Manager). Regular house meetings are held once a week (usually Monday nights) for an

hour during the regular academic year. Attendance at House meetings is required, unless a valid excuse is submitted and approved by the House Manager before the meeting. Unexcused absences will initiate House Discipline. The goal of House Discipline is restoration. The first offense will be \$10 and will increase by \$10 for every additional offense. Managers will follow the biblical principles of Matthew 18.

### Room Entry

Except in the case of an emergency or as otherwise allowed by law, Housing Staff will give residents 24-hours notice before entering a resident's room, and then will do so at a reasonable time and in a reasonable manner. Residents will not unreasonably withhold consent to access of Housing Staff. As part of regular inspections, Housing Staff will also perform safety inspections of rooms during school breaks.

### Roommates

#### Roommate Choices

Roommates are selected using a questionnaire that is sent to all incoming residents during the summer months. The questionnaire asks various questions about roommate preferences, personal habits, interests, etc. Based on answers given, roommates are matched as closely as possible. If you know another resident who will be coming into the House in the fall (or you know someone already in the House who wants you to room with them), you may request that person as a roommate. We will work hard to honor those requests, although we cannot guarantee them.

#### Room Cleanliness

All resident rooms must be kept in a clean state. If the room is deemed unhygienic, the residents will be given a time frame in which to clean it. It is also a basic expectation that you keep yourself and your living area at a level of cleanliness that does not disturb your roommates or the Trinity House community. This expectation includes, but is not limited to, smells that emanate from your room that disturb or affect other residents of the House.

#### Roommate Conflicts

We encourage residents to try and work out their differences themselves. If assistance is needed, the Housing Staff are willing to lend their assistance. If no solution can be found to a conflict, then the Housing Staff have the option of moving one of the residents involved in the conflict to another room, as space permits, to best serve the needs of the House.

### Safety and Security

The Trinity House recognizes the importance of safety and security for the House and its residents. The following addresses key areas of safety and security.

City of Eugene Police Department  
Emergency: Call 911  
Non-Emergency: Call 541-682-5111

#### Fire Safety and Evacuations

During an academic year, a planned fire alarm will occur at least once a term. Residents will not be notified when this will occur. These planned alarms are intended to familiarize all residents with exits, sounds, lights, and procedures for evacuating the House.

Regardless of the cause, all alarms should be treated as if they are real. By law, all residents are required



to leave the House when an alarm sounds. Residents who fail to evacuate the House, or take an improper length of time to exit the building, may be subject to House disciplinary action.

House staff will assist in the basic evacuation of the House and will help to coordinate re-entry into the House when appropriate authorities provide clearance. House staff, however, will not be responsible for residents who are not heeding the alarm or who are ignoring the emergency procedures. It is essential that all residents take full responsibility to evacuate. Again, residents who fail to evacuate and abide by evacuation procedures may face disciplinary action. If you require special assistance to evacuate, please contact the House Manager.

In the event of a fire, please memorize the following acronym: R.A.C.E.

- R**     Rescue anyone in immediate danger from the fire, if it does not endanger your life.
- A**     Alarm - sound the alarm by activating a pull station alarm box.
- C**     Contain the fire by closing all doors and windows.
- E**     Extinguish the fire with a fire extinguisher, or  
Evacuate the area if the fire is too large for a fire extinguisher.

For fire extinguisher use, please memorize the following acronym: P.A.S.S.

- P**     Pull the pin on the fire extinguisher.
- A**     Aim the extinguisher nozzle at the base of the fire.
- S**     Squeeze or press the handle.
- S**     Sweep from side to side until the fire appears to be out.

Tampering with fire alarms or fire equipment is a violation of state law as well as House Policy. Sanctions for violating any policy concerning fire alarms and equipment may include removal from the House, large fines, and/or criminal prosecutions.

#### House Security

All outside doors are to remain locked 24 hours a day, with the exception of events sponsored by the House where there is door supervision. Do not prop open outside doors and fire doors. Each night, by 11 pm, a security check by the House Manager or designee will be made to secure all windows and doors at ground level.

#### Medical Emergencies

Residents must complete a Resident Emergency Information Card during check-in which lists contact information of parties to call in an emergency. Please use this form to inform the House Manager of any medical conditions for which you may need assistance. A confidential copy of this form is kept on file with the House Manager and a backup copy is kept with the CCF Administrative Assistant at FBC.

#### Personal Safety Devices

Residents who own and/or carry personal safety devices such as pepper spray or mace should know how to use the device properly and it should remain in their possession. These devices should only be used when needed for protection and according to the manufacturer's instructions. Inappropriate discharge or failure to use the device according to the manufacturer's instructions will result in possible House disciplinary action.

#### Room Windows and Roof

Due to the risk of serious injury, residents are not allowed on roofs, or allowed to climb up the sides of the building, or be on the ledges of the building. Also, due to the possibility of serious injury, at no time should

any article be thrown or dropped out of House windows. In addition, residents should not throw things into windows from the ground as this could damage the facility and also lead to injury. Residents are not allowed to place themselves in an open window, hang out of a window, or enter/exit the House via windows due to safety concerns. Windows are to remain in their tracks.

## **Moving Out of the Trinity House**

### Checking-Out Process of the House

At the end of a resident's stay in the House (for year-end or other approved departures), the departing resident is required to sign out with the House Manager and/or House Manager designee before she leaves. This involves having the House Manager and/or House Manager designee complete a sign-out check sheet for each individual, including room cleanup, K.P and chores completed, house bills paid, kitchen and bathroom cubbies cleaned, and change of address card filled out. Rooms are expected to be left in as good of a condition as when first occupied by the resident - ordinary wear and tear is expected. Rooms not adequately cleaned will be cleaned at the resident's expense, and such charge shall be deducted from the security deposit.

### Mail

Residents are responsible to contact the Postal Service and provide a forwarding address. The Housing Staff is not responsible for forwarding any mail to the former resident that is sent after the resident vacates the House.

### Lost, Stolen, or Abandoned Property

The Trinity House is not responsible for lost or stolen property in a resident's room or public areas of the House. Items left in rooms or in storage areas at the end of the academic year or after termination of a House Contract shall be reasonably understood to be abandoned and will be disposed of in accordance with Oregon law.