



**TRINITY HOUSE  
HANDBOOK  
2026-2027**

# Trinity House Handbook

## A Guide to Trinity House Living

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## **Purpose Of The House**

The purpose and commitment of the Trinity House is to provide an encouraging, rewarding, and affordable living community where Christian college-age women can Love God and Love People, like Jesus Christ. Trinity House exists to support in the discipleship through growing relationships with Jesus Christ and one another.

In light of this purpose, the House seeks to foster a healthy environment where all facets of college-age life – including spiritual, academic, intellectual, emotional, cultural, social, and athletic – may be pursued in ways honoring to the Lord.

To support this shared life together, healthy and reasonable guidelines have been established regarding the operation of the House and the responsibilities of its residents. These guidelines are outlined in this Trinity House Handbook.

## **Important Contact Information**

**Trinity House Address**

1987 University Street, Eugene, OR 97403

**College Pastor**

541-349-5810

**First Baptist Church (FBC) Office**

541-345-0341

**College Email**

info@ccfeugene.com

## **Description Of The House**

Trinity House is a Christian cooperative residence for college-age women, owned and operated by First Baptist Church of Eugene (FBC) and its college ministry, Collegiate Christian Fellowship (CCF). The House is located near the University of Oregon (UO) in a quiet, residential district of the campus community and is complemented by picturesque landscaping. Its convenient location makes it easily accessible for students attending UO, Lane Community College (LCC) and Bushnell University. Trinity is run alongside and in conjunction with the men's Alpha Omega House.

## **Connection to FBC and CCF**

The Trinity House, and its brother house, AO, are fully supported by First Baptist Church of Eugene, with CCF serving as the broader college community in which the houses are a part.

Because of this relationship, each resident is expected to:

- Be actively involved in CCF through regular Thursday worship attendance and consistent participation in a Life Group or approved small group; and
- Attend one weekend worship service at First Baptist Church when in town.

Residents may also participate in other ministries or attend additional church services, provided those activities do not conflict with Trinity House commitments. Experience has shown that students grow best when they are connected both to a healthy peer community (like CCF) and a strong local church (like FBC). This combination helps prepare residents for life after college.

## **House Committee**

The House Committee is composed of members of FBC who are committed to the oversight and well-being of the Trinity House and its residents. The Committee provides guidance and support related to the care of the physical house, financial matters, and other significant 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. House staff provide leadership, encouragement, and care for the community and individual residents as they grow in their relationship with the Lord.

The full-time, onsite Trinity House staff typically includes a House Manager, Assistant House Manager, and, at times, additional Support Staff. The House seeks to maintain a staffing ratio of approximately one onsite staff person for every 10-15 residents.

Additional staff who serve at the House, but do not reside onsite, include House Cooks, the House Handyman, the

College Women's Director, and the 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 woman enrolled in college\*
2. Know Jesus Christ as your Savior and be actively 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.

*\*Because Trinity House exists to serve college students, priority is given to new and returning residents who are enrolled as full-time students at local schools. Applicants who are enrolled part-time, studying online, taking a gap year, or working full-time may still be eligible for residency, but may be asked to provide additional information as part of the application process.*

Final decisions regarding eligibility and residency are made by the House Management in consultation with the and the College Pastor.

## **Trinity House Commitment**

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 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 complement, encourage, and support residents in their college-age journey and beyond; and
4. An environment to experience, and develop the ability to live in a dynamic community.

The following expresses the basic commitment for Trinity House and is signed by all 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 Trinity House**

### Arrangements for Moving Into the House

Once an applicant has been accepted, arrangements for moving into the House are coordinated with the House Management.

The House typically opens for the academic year two weekends prior to the beginning of fall classes at UO. Move-in for new residents usually takes place on a Saturday morning. 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 or a designated staff member upon their arrival to the House. As part of the check-in process, each resident must:

1. Complete a check-in form;
2. Complete an emergency contact form;
3. Pay the first month's rent; and
4. Receive assigned keys, key fob, mail slot, cubby, and any other designated access items.

### Occupants

Only applicants who have been officially accepted into the House and who have completed the required Check-In Process may occupy their assigned room. This includes any roommate assigned by the House Manager at her discretion.

No other individuals may occupy a resident's room without the prior approval of the House Manager.

### Room Choices and Changes

The House is able to accommodate over forty residents. Room assignments are coordinated by the House Manager and/or Assistant House Manager and are primarily based on house seniority. Room types include single, double, triple, and one quad room, with double rooms being the most common.

Room changes during the academic year may occur under the following circumstances:

- When a resident leaves the House and a room becomes available; or
- In rare situations where significant or ongoing issues may be resolved through a change of rooms.

On occasion, House Staff may determine that room changes are necessary to best serve the needs of the House community. While Trinity House guarantees a space for each resident, it does not guarantee a specific room, and room assignment may be adjusted when needed.

### Seniority in the House

House seniority is established when the House Manager receives an applicant's House Contract, House Commitment Agreement, and required deposit. Seniority is used to determine room selection, room changes, house responsibilities, and parking privileges.

In limited circumstances, exemptions to seniority may be granted for college/church staff residing in the House. Applicants are encouraged to return all required documents and payments as promptly as possible to maintain seniority.

### Continuing Residency

Current residents are given priority to apply for residency for the following academic year. Renewal House Contracts are distributed during Winter Term. Residents who wish to return must submit their renewal materials by the designated deadline in order to retain their seniority.

A renewal contract confirms a resident's intent to return but does not guarantee continued residency until the

College Pastor and House Management have reviewed the resident's contract, student-status, and adherence to the House Handbook and House Commitment.

In some cases, residents may not be offered renewal if handbook expectations or commitment standards are not being upheld, or if eligibility as a student is unclear. Residents who do not return renewal materials by the stated deadline will forfeit both seniority and placement for the following year.

If a resident signs a renewal contract and later chooses not to return, the resident remains financially responsible under the terms of the contract until a replacement resident is secured.

## Living At The Trinity House

### Conduct

Residents are expected to pursue a lifestyle – both inside and outside the House – that reflects positively on their walk with Jesus Christ and on the Trinity House community (1 Timothy 4:12). These expectations are summarized in the Trinity House Commitment and apply to all areas of life.

Conduct that is inconsistent with the values and purpose of Trinity House includes behavior that is offensive, abusive, violent, destructive to property, harmful to others, or are otherwise in conflict with biblical principles. Residents are also expected to comply with applicable local, state and federal laws.

When questions arise regarding conduct or the interpretation of House expectations, House leadership will provide guidance and, when necessary, address concerns in accordance with the House Discipline process described below, including guidance from other legal or biblical authorities.

### Cooperation with House Leadership and Staff

Residents are expected to cooperate with reasonable requests and directions from Trinity House Staff who serve the House by providing leadership, care and oversight of the community. Disrespectful, abusive, or threatening behavior – whether verbal, physical, or emotional – directed toward House Staff or leadership is not acceptable and may result in House disciplinary action.

### House Internet Use

Trinity House provides internet access to support academic, ministry, and personal needs. All residents are expected to use House network resources responsibly and in a manner consistent with the values of the Trinity House community. Specific expectations regarding acceptable use of House network services are outlined in the “Acceptable Use Policy” included at the end of this handbook. Residents are responsible for reviewing and abiding by that policy.

### Firearms and Explosives

For the safety and well-being of all residents, firearms, ammunition, explosives, and fireworks, are not permitted on House property or at any House-sponsored events. This prohibition includes air guns, BB guns, pellet guns and similar devices.

Any violation of this policy is considered a serious safety concern and will be addressed through the House Discipline process and, when appropriate, in consultation with the House Committee.

### House Discipline

The goal of House Discipline is restoration – seeking the well-being of both the individual resident and the Trinity House community. Discipline practices are drawn from Jesus’ teachings of conflict resolution in Matthew 18.

When a concern or potential violation of House expectations arises, House leadership will seek to address the matter thoughtfully and prayerfully. Determinations regarding whether a violation has occurred are made by a group of House leaders, typically consisting of three individuals. In the event of a tie, the House Manager will serve as the deciding voice.

In more serious or exceptional instances, the College Pastor, College Women’s Director, and/or House Committee may be involved in the discernment and response process. Any disciplinary action taken will be appropriate to the situation and consistent with the values and commitment of the Trinity House.

### Quiet Hours and Noise

The House is a residence for students, and designated quiet hours help ensure adequate time for rest, study, and sleep for all residents. Quiet hours are observed during the following times:

- Sunday through Thursday: 11:00 p.m. to 11:00 a.m.

- Friday and Saturday: 12 Midnight to 11 a.m.

During quiet hours, noise throughout the House – including music, television, conversations, games, and other activities – should be kept at a level that does not disturb others who are resting or studying. Music may be played during these hours provided it cannot be heard outside the room.

While quiet hours can be adjusted by House consensus with approval from the House Manager, the principles governing quiet hours will not change: applying the principles in scripture that address respecting the needs and honoring of others. When conflicts arise, residents are encouraged to address them graciously and directly with one another whenever possible. Playing music is always a privilege, not a right, in the House.

### Smoking, Drinking and Illegal Substances

In order to promote a healthy, safe, and Christ-centered living environment, the possession or use of alcohol, marijuana, e-cigarettes, tobacco products, illegal drugs, or other controlled substances is not permitted on property owned or leased by FBC or at any event sponsored by or affiliated with the Trinity House. This expectation applies regardless of legal age.

Residents are responsible for honoring this commitment and ensuring that their guests also comply with House policies. Concerns related to substance use or other violations of this section should be brought to the attention of House leadership, who will address the matter through the House Discipline process in a thoughtful and appropriate manner.

### Sports in the House

While physical activity and recreation are encouraged outside of the House, residents may not engage in sports or active games inside the Trinity House. This includes hallways, stairwells, lounges, rooms, or other common areas. In addition, bikes, skateboards, roller skates, scooters, or similar wheeled equipment may not be ridden or used in the House or on House furniture, railings, or fixtures. These guidelines help protect residents from injury and prevent damage to the House.

### Facilities

#### ***Cleanliness of the House***

Residents are responsible for maintaining cleanliness in their own rooms, and all residents share responsibility for keeping common areas, bathrooms, and the kitchen in a reasonably clean and sanitary condition.

Maintaining a clean living environment is an essential part of community life and helps ensure the health and comfort of everyone in the House. .

#### ***Appliances***

The House electrical system is not designed to support high electrical loads. Extension cords and US approved power strips with built-in circuit breakers should be used responsibly, be in good condition, and to avoid overloading circuits.

For safety reasons, the following items are not allowed in residents rooms: microwaves, hot plates, toasters, toaster ovens, broilers, space heaters, halogen torch lamps, or sunlamps. Mini-refrigerators and window air conditioning (AC) units may be permitted with approval by the House Manager. Approved AC units must be removed during fall and winter terms.

#### ***Bicycles***

Bicycles must be stored in the designated bike area at the rear of the House. Each resident is responsible to secure her own bike. Trinity House is not responsible for lost or stolen bicycles.

Bicycles may not be stored in hallways, rooms, stairways, entryways, or other interior areas of the House without prior approval from the House Manager. Each resident will be provided access to the Bike Barn.

### ***Electric Scooters, E-Skateboards, E-Bikes***

Due to fire risk and insurance requirements, electric scooters, electric skateboards, electric bicycles, and similar devices are not permitted inside the Trinity House, including common areas or resident's rooms. Charging and storage of these devices is permitted only in the Bike-Barn.

### ***Cable Television and Internet Access***

A shared television is available for resident use in the main floor common area. High-speed wireless internet is available in each room and throughout the House.

Residents are not permitted to modify, install, or remove cable, internet, or communication equipment. Ideas for improvements on any communication systems are welcome and can be presented to the House Manager for consideration.

All internet use must comply with applicable laws, service agreements, and the House Acceptable Use Policy.

### ***Candles and Flammable Materials***

For the safety of all residents, the possession or use of flammable materials – including candles, gasoline, kerosene lamps, lighters, incense, and similar items – is prohibited inside the House.

Outdoor use of fire features such as the House BBQ and firepit is permitted only under proper supervision and in accordance with House guidelines.

### ***Decorations and Improvements***

Residents are encouraged to personalize their rooms in ways that do not damage walls, furnishings, or fixtures. Non-damaging materials such as removable putty or hooks are recommended. Tape and stickers can cause damage to walls and other fixtures and are not allowed. .

Decorations must not block hallways, doors, stairways, or exits, and may not be attached to fire-safety equipment or hung from ceilings. Rooms may not be painted, wallpapered, or structurally altered. When in doubt, consult the House Manager.

Decorations or materials that are inconsistent with the purpose and values of the Trinity House may be asked to be removed at the discretion of the House Manager.

### ***Furniture and Room Furnishings***

Every resident room comes furnished with a bed, desk, desk chair, twin mattress, and closet. Residents may not remove, replace, or alter House-owned furnishings without approval from the House Manager and, if necessary, with the assistance of the House Handyman. All items must be accounted for at the time of checkout.

Residents are responsible for maintaining furnishings in good condition and may be charged for damage beyond normal wear and tear and will be assessed by the House Staff upon checkout.

### ***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***

Residents may not tamper with heating units or thermostats. The central thermostat is to be regulated by the House Manager. Please ensure that all personal items and objects are kept a safe distance from heaters at all times.

**General House Care**

Food and drink are encouraged to remain in designated dining and kitchen areas, though food may be consumed in other areas if cleanliness is maintained. Removal of this privilege is subject to the House Manager, College Women's Director, or College Pastor.

Residents are expected to care for House furnishings and facilities and may be held financially responsible for damage resulting from misuse or neglect. Residents are also encouraged to conserve energy by turning off lights and electronics when not in use.

**House Furniture**

Furniture located in common areas must remain in those spaces and may not be moved into residents rooms or taken outside.

**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 issued a key fob for the exterior doors of the House and have the option to receive a room key. All keys remain the property of Trinity House and may not be duplicated, loaned or transferred

Lost keys or key fobs must be reported promptly. Replacement fees will be assessed to the resident's account.

**Laundry Facilities**

Washing machines and dryers are available in the basement of the House for resident use. Residents are expected to remove laundry as soon as they are done and not occupy the machine for extended periods of time (e.g., more than two hours). Mud and dirt should be removed outdoors using the hose rather than in sinks or showers. Maintenance issues should be reported to the House Manager.

**Mail**

Each resident is assigned their own individual mailbox cubby.

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

Residents are responsible for updating their mailing address when leaving the House.

**Maintenance and Repairs**

Non-emergency maintenance requests should be reported to the House Management, including a clear description of the issue and its location

Emergency maintenance issues—such as burst pipes, broken windows, or flooding—should be reported immediately to a House Staff member. Internet or network issues are considered non-emergencies.

**Parking**

Parking on Trinity House property is reserved for the House Cook, the House Handyman, and House/CCF Staff. Unauthorized vehicles may be towed at the owner's expense. Street parking in the surrounding neighborhood is regulated by the City of Eugene. Limited resident permits may be available based on seniority and city requirements.

**Pets**

Due to health, allergy, safety, and damage concerns, pets are not allowed in the House. 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, reptiles, gerbils, snakes, birds, and turtles.

### ***Renter's Insurance***

The House is not responsible for loss, theft or damage to personal property. Residents are encouraged to confirm coverage under a parent's homeowner's policy or to obtain renter's insurance.

### ***Storage***

Limited storage space is available and assigned by the House Staff. All stored items must be clearly labeled and neatly organized in assigned storage areas. Storage is not available during the summer for residents who are not living in the House. Questions about storage should be directed to the House Manager or College Pastor.

## **Rent and Bills**

### ***Room and Board Rates for the House***

Room and board rates are established by the House Committee and are outlined in each resident's House Contract. The total cost for the academic year is divided into nine equal monthly payments. Residents are responsible for reviewing their House Contract and for communicating with the House Manager and College Pastor in advance if questions or concerns arise regarding payment schedules.

### ***Payment of Rent and Bills***

Monthly room and board payments are due by the 15th of each month with the exception of the first payment, which is due upon move-in. Payment may be submitted by mail or in person to the House Manager. Residents are responsible for ensuring payments are made on time and in full.

### ***Failure to Pay Rent***

If a resident fails to submit full payment of monthly room and board by the due date, the House Manager will issue a written notice. A **late fee of \$10 per day** may be assessed for payments received after the 19th of the month.

Payments that remain unpaid after the 25th of the month may be considered a default under the House Contract. In such cases, the Trinity House may pursue available remedies as permitted under the contract and applicable Oregon law.

Residents are responsible for any fees incurred by FBC due to returned or insufficient-fund payments.

### ***Occupancy***

Occupancy is established when a resident is issued a room assignment and a key fob. Actual physical occupancy in the room or placement of personal belongings is not necessary to constitute occupancy under the House Contract.

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

Residents are encouraged to participate in approved Student Exchange programs; however, residents remain responsible for obligations under the House Contract during any period of absence.

If a resident plans to be absent due to a Student Exchange Program, one of the following options must be selected in advance..

1. Continue to pay the monthly rent for the duration of your absence and retain seniority;
2. Secure a replacement resident for the duration of the absence, subject to their completion of the application and interview process ; or
3. Terminate the House Contract in accordance with the terms outlined below.

If no option is selected, the House Contract may be terminated, and applicable termination provisions will apply.

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

If a resident chooses to move out prior to the contract termination date, the resident will be considered in default under the House Contract. In such cases, the resident is responsible for the lesser payment of one and a half's months rent or the rental amount remaining on the House Contract.

If a replacement resident, approved by Trinity House, is secured for the remainder of the contract term, any base rental amounts received will be credited to the resident's account in accordance with the House Contract.

### ***Termination of House Contract by the Trinity House***

In addition to any rights and remedies available under law, the Trinity House may terminate a resident's House Contract if any of the following occur:

1. Failure to pay room and board when due after reasonable notice;
2. Violation of the terms and conditions of the House Contract or the Trinity House Handbook; or
3. Failure to comply with the commitments and expectations –outlined in the Trinity House Commitment.

In such cases, the Trinity House will provide notice and pursue remedies in accordance with the House Contract and applicable 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 House Cooks to schedule and provide weekday meals and maintain pantry food supplies. The House Manager and House officers will partner with the Coordinator and Cooks to ensure meals are provided consistently and in a manner that serves the needs of the House community.

The House food budget and House Cook's compensation are reviewed and approved by the House Committee.

### ***House Meals***

Trinity House provides weekday breakfasts, lunches, and dinners. Residents are responsible for their own meals on weekends, holidays, and academic breaks, though leftovers are often available.

The House Cook(s) prepare weekday lunches and dinners. Breakfast foods are provided for residents to prepare independently.

Weekday lunches and dinners are served in the dining room at established times each term. Meal times and dining locations are established each term and may be adjusted by House consensus with approval of the House Cook and House Manager.

### ***Dinner Devotional***

Weekday dinners are preceded by a brief devotional intended to encourage spiritual growth and community. These devotionals are led by house members on a rotating basis.

Residents who plan to attend dinner are expected to arrive on time and be present for the devotional. Out of courtesy to others, residents should arrive approximately 10 minutes prior to the scheduled dinner time.

Residents who arrive late or miss the devotional will be expected to wait until the end of the food line.

### ***Guests and Absences***

Residents may invite guests to share in House meals on an occasional basis. Repeated or excessive guest attendance may result in limitation on this privilege at the discretion of the House Manager. 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.

### ***Kitchen Guidelines***

The House Cook, in coordination with the Kitchen Patrol (KP) Officer, establishes guidelines for the use of the kitchen and dining areas. These guidelines are intended to promote cleanliness, safety, and efficiency.

Kitchen expectations may include, but are not limited to, designated food storage areas, footwear requirements in accordance with health codes and proper dish rinsing and stacking after meals. Current guidelines will be posted in the kitchen.

### ***House Chores & KP***

Each resident is responsible for completing one assigned house chore and one KP assignment per week. These responsibilities help maintain a clean, welcoming, and functional living environment.

House chores typically require between 20-45 minutes and are organized and inspected by the House Chores Officer. Chore assignments are determined each term based on House seniority. In addition to weekly chores, periodic workdays (e.g., Spring cleaning) may be scheduled. Participation is expected of all residents.

KP assignments are organized each term by the KP Officer, also based on seniority. KP duties include meal setup, serving, cleanup, and dishwashing. Detailed KP responsibilities will be posted in the kitchen.

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.

### **Guests and Visitors**

Visitors are welcome at the Trinity House, and residents are encouraged to extend hospitality in a gracious and respectful manner. If a resident sees someone they do not know, ask if that person is being helped. Residents share responsibility for maintaining a safe and orderly environment and should be attentive to the presence of guests in the House.

Residents are responsible for the conduct of their guests at all times. If a guest causes damage to House property, the associated costs may be charged to the resident who invited the guest.

Individuals who are not known to the House community should not be left unattended in the House. For safety reasons, visitors who are not accompanied by a resident are permitted only in first-floor common areas

Out-of-town guests (female) may stay overnight for up to three consecutive nights with prior approval from the House Manager. A daily guest fee may be assessed if the guest participates in multiple House meals. Repeated or extended guest stays may result in limitations on guest privileges.

In situations where a guest's request or behavior conflicts with House policies, residents should address the matter politely and may refer the issue to the House Manager or another House leader rather than engaging in conflict directly.

Trinity House does not provide public access to restroom or phone facilities. Visitors requiring such accommodations should be directed to University of Oregon campus facilities.

## Night Time Hours

### ***Quiet Hours***

Quiet Hours are designated times intended to support rest, sleep, and study for all residents. During quiet hours, noise throughout the house – including television, music, conversations, games, play, and other activities – should be ceased or kept to a level that does not disturb others.

Quiet hours are observed during the following times:

- Sunday through Wednesday: 11:00 p.m. to 11:00 a.m.
- Thursday through Saturday: Midnight to 11:00 a.m.

Residents should be mindful that quiet hours apply throughout the House, including common areas and resident rooms. Exceptions for special events may be approved in advance by the House Management.

### ***Guy Hours***

Guy Hours define the periods during which male visitors are permitted in the Trinity House. During these permitted hours, male visitors may access all floors of the House when accompanied by a Trinity resident.

Male visitors are not permitted upstairs during the following times:

- Sunday through Wednesday: 11:00 p.m. to 11:00 a.m.
- Thursday through Saturday: Midnight to 11:00 a.m.

**All male visitors must leave the House by 12:00 a.m. Sunday through Wednesday and by 1:00 a.m. Thursday through Saturday.** When a male visitor is present in a resident's room during permitted hours, the door to the room must remain fully open at all times.

### ***Female Guest Hours***

Female guests who have not been approved for overnight stays must leave the House **by 2:00 a.m.**

Overnight stays for female guests require prior approval from the House Manager and are subject to the guest policies outlined above.

### ***Guest and Guy Hours***

The expectations governing Female Guest and Guy Hours are rooted in the principles of respect, accountability, and care for one another within a shared Christian community.

Any behavior that violates House policies or undermines the purpose and values of the Trinity House during Female Guest or Guy Hours is considered a serious concern and will be addressed through the House Discipline process. Repeated violations may result in restrictions or loss of guest privileges.

## Summer Residency

Residents who live in the Trinity House during the summer months are required to sign a separate Summer Resident House Contract and pay a monthly summer rent established by the House Committee.

A Summer House Manager will oversee summer residency and coordinate responsibilities necessary to maintain the care of the House and surrounding property.

Summer residents are responsible for providing their own meals and will be assigned limited refrigeration and storage space.

During the summer, the House may operate as a co-ed residence, with separate floors designated for women and men. Summer residents are expected to adhere to all House policies and any additional guidelines communicated by House leadership for the summer term.

## Leadership

### House Officers

House Officers 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.

House Officers are selected by the House Manager and Assistant House Manager to serve for the academic year.

### House Manager and Assistant House Manager

The House Manager provides oversight and leadership of the House as defined in their job description. The House Manager is accountable to the College Pastor and the House Committee and is compensated with room and board and a stipend approved by the House Committee.

The Assistant House Manager supports the House Manager in overseeing and leading the House as defined in their job description. The Assistant House Manager is also provided room and board and a salary approved by the House Committee.

### Support Staff

Support Staff serve the Trinity House by providing pastoral care, encouragement, and oversight of House leadership and residents. Support Staff may also serve as part of the CCF ministry team..

### House Handyman

The House Handyman is responsible for maintenance and repair of the physical facilities of the House. Maintenance requests should be communicated through the House Manager or Assistant House Manager.

### House Committee

The House Committee is composed of members of First Baptist Church who provide oversight, guidance, direction, and accountability for the House, its leadership, and its operations.

### House Meetings

House meetings provide a regular opportunity for encouragement, fellowship, communication and community discussion regarding issues and solutions or improvements. House meetings are arranged and led by the House Manager or Assistant 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 resident has received prior approval for an absence by the House Manager.

Unexcused absences may result in a \$15 fine, with the amount increasing for repeated occurrences.

### Room Entry

Except in cases of an emergency or as otherwise permitted by law, House Staff will provide residents at least 24-hours' notice before entering a resident's room and will do so at a reasonable time in a respectful manner.

Residents are expected to allow reasonable access for inspections, maintenance or safety checks. Safety inspections may occur during academic breaks.

### Roommates

Living with roommates is a core part of the Trinity House experience and requires flexibility, communication, and mutual respect. Residents are encouraged to address concerns directly with one another whenever possible.

***Roommate Choices***

Roommates assignments are based on questionnaires completed by incoming residents during the summer months that address roommate preferences, personal habits, interests, and other matters. House leadership works to make roommate pairings whenever possible, though specific requests cannot be guaranteed.

Residents may request specific roommates in advance, and such requests will be considered in the assignment process.

***Room Cleanliness***

Resident rooms must be maintained in a clean and hygienic condition. Residents whose rooms do not meet this standard will be given a time frame in which to reach a cleanliness state. Residents are expected to care for their personal living spaces in a way that does not negatively affect roommates or the broader House community, including issues related to odors or sanitation.

***Roommate Conflicts***

When conflicts arise between roommates, residents are encouraged to seek resolution through open and respectful communication. House Staff are available to assist in mediation.

If a conflict cannot be resolved and space permits, House Staff may determine that a room change is necessary to best serve the needs of the House community.

## **Safety and Security**

The Trinity House is committed to providing a safe and secure living environment for all residents. Residents are expected to familiarize themselves with and follow all safety guidelines outlined below.

In the event of an emergency, please contact the City of Eugene Police Department.

Emergency: Call 911

Non-Emergency: Call 541-682-5111

### **Fire Safety and Evacuations**

Planned fire alarms will occur at least once per term to familiarize residents with alarm sounds, evacuation routes, and procedures. Residents will not receive advance notice of these drills.

All fire alarms must be treated as real emergencies. When an alarm sounds, residents are required by law to evacuate the House immediately using the nearest safe exit.

House staff will assist in evacuation coordination and will facilitate re-entry into the House only after clearance is provided by appropriate authorities. Residents who fail to evacuate promptly or who disregard evacuation procedures may be subject to House disciplinary action.

Tampering with fire alarms, detectors, sprinklers, or other fire safety equipment is a violation of state law and House Policy, and may result in House discipline, significant fines, and/or legal consequences under applicable law.

### **House Security**

For the safety of all residents, exterior doors must remain locked 24 hours a day, except during sponsored events with designated door supervision. Residents should never prop open exterior or fire doors.

A nightly security check will be conducted by the House Manager or designee to ensure all windows and doors at ground level are secured.

### **Medical Emergencies**

Residents must complete a Resident Emergency Information Card during check-in which includes emergency contact information and any relevant medical conditions. 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.

In case of a medical emergency, residents or House Staff should immediately call 911. House Staff should be notified as soon as reasonably possible.

### **Room Windows and Roof**

Due to the risk of serious injury, residents are not allowed on roofs, ledges, or any exterior structures of the Trinity House. Residents may not climb on the outside of the buildings or access roofs for any reason.

Objects may not be thrown or dropped from windows. Residents may not sit in, hang from, or enter/exit the House via windows. Windows must remain properly secured and in their tracks at all times.

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

### Checking-Out Process of the House

At the conclusion of a resident's stay – whether at the end of the academic year or due to an approved early departure – the departing resident is required to complete the check-out process with the House Manager or designated staff member before leaving the House.

The check-out process includes completion of a check-out checklist, confirmation that house bills and fines are paid, return of keys and access items, and inspection of the resident's room, kitchen, and bathroom areas, verified and approved by the House Manager or their designee..

Rooms are expected to be left in a condition comparable to their condition at move-in, allowing for ordinary wear and tear. Rooms that are not adequately cleaned may be cleaned at the resident's expense, and such charges shall be deducted from the security deposit.

### Mail

Residents are responsible for updating their mailing address with the United States Postal Service upon moving out. House Staff are not responsible for forwarding mail after the resident vacates the House.

### Lost, Stolen, or Abandoned Property

The Trinity House is not responsible for lost or stolen property. Items left in resident rooms or storage areas after move-out or contract termination may be considered abandoned and will be disposed of in accordance with applicable 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 must immediately vacate the Trinity House premises and remove all personal property by the contract end date.

Personal property remaining after contract expiration or termination may be treated as abandoned property and disposed of in accordance with applicable Oregon law.

## Acceptable Use Policy for House Network Services

### Purpose

First Baptist Church of Eugene maintains networks to support the academic goals of the Houses. These policies are in place to maintain availability, usability, and stability of these networks. The FBC Tech Department uses and interprets these policies to maintain access. These policies apply to residents and other users that access the network.

The actions of all users must be consistent with the appropriate documents governing behavior, whether that is the House Handbooks or House Commitments. Individuals who disregard this policy will be subject to appropriate disciplinary and/or legal action by FBC.

### Summary

You are responsible for exercising good judgment in the use of the House Networks. Just because an action is technically possible does not mean that it is appropriate to perform that action. FBC reserves the right to examine, monitor and regulate internet usage.

Without limiting its rights in any way, FBC specifically reserves the right, in its sole discretion, to limit, restrict, suspend or terminate any user's access or use of House Networks, for any reason. As appropriate, violation of these policies may require disciplinary action. If you have questions regarding the appropriate use of the networks, communications, or technology, contact the Tech Department: Support@fbceugene.com

### Internet & Network Usage Policies

AO & Trinity provides network and internet access for academic, and general use. It is prohibited to:

- Access any file, data, record, server or device that you are not authorized to access
- Communicate using profane, harassing, or offensive language or in a way that is inflammatory about an individual's race, age, disability, religion, national origin or physical attributes
- Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using the House networks
- Transmit materials that would adversely or negatively reflect upon FBC or contrary its best interests
- Perform any illegal activities including piracy, cracking, extortion, or blackmail
- Obtain, distribute or transmit unlicensed copyrighted materials
- Use the system in a way that disrupts its use by others
- Use any system in a way the does not respect licensing or contractual agreements
- Bring in network hardware (router, switch, access point, data logger, etc.) without permission
- Use of peer-to-peer file sharing software and protocols
- Use of any device, method, or software product that, in the sole discretion of the Tech Department, can be used (or is deemed to be used) to circumvent security controls
- The use of VPN/TOR software that prevents packet analysis on the House network

Each resident or user is responsible for the content of all text, audio or images that the user places or sends over the House's internet and network.

### Right to Monitor and Consequences

All House wireless networks belong to FBC. FBC routinely monitors usage patterns for network communications.

Regardless of any effort the House might take to block sites, if a user finds themselves connected incidentally to a site that contains sexually explicit or regularly blocked material, the user must disconnect from that site immediately. Residents should use discretion in the sites that are accessed.

### Acceptance of Acceptable Use Policy of House Network Services

**I understand the above policies and agree to abide by them at all times when using House networks. I understand that failure to do so may result in my access being suspended or terminated.**