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## UA11/3 General House Rules

WKU Housing & Resident Life

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## General House Rules

### I

#### Social Engagements and Closing Hours

1. Doors are closed at 10:30 every night except Saturday night when they are left open until 11:45.
  2. After functions sponsored by the College the Hall will close 15 minutes following the termination of the event, if the event continues after the regular hours, and unless a girl is using her 10:30 permission, she is expected to be in the Hall in the 15 minutes period.
  3. Seniors in the Hall may have 10:30 permission any and all nights as well as the regular closing time on Saturday night.
  4. Freshmen, Sophomores, and Juniors may select one night from Monday through Thursday to take a 10:30 permission. Each should indicate that she is taking that night. On the other nights from Monday through Thursday, she should be in by 9:30--Friday night 10:30, Saturday night 11:45, Sunday night 11:15.
  5. Permission for all out-of-town trips must be granted by the Social Director of the Hall. When a trip for the week-end, or longer, is planned or contemplated, permission from the parents must be sent to the Director. This does not include trips home, except in case of automobile late at night.
  6. All those who plan to be absent from the Hall after 7:30 any night should sign out. A book is provided in the office to sign out in if the trip is for out-of-town, and one for signing out if returning that night.
  7. All tardiness will be recorded and each girl will be held responsible for tardiness.
  8. Those coming in on trains or on a bus should come directly to the Hall upon arrival in town, and check in at the desk. This is especially necessary when coming in after closing hours.
  9. Late and special permissions will be granted only by the Social Director.
  10. Permissions for overnight visits with friends in Bowling Green must be procured by the student before she leaves the Hall and will not exceed more than one permission every four weeks. Requests must be filed in the office on blanks provided there before six o'clock of the Saturday night to be spent out, such permissions being given only on Saturday night. It is considered best that a girl come back to the Hall after attending a dance. If a girl has a request on the file to spend the night out, she should come by the desk around six-thirty and get the permission blank.
1. All dances or functions sponsored by the College may be attended without special permissions even though the event is not over until after the regular closing hour, dances or functions attended off the campus which continue past closing hour must be attended with special permission from the Director.
  2. Men are not permitted in student's rooms or in the corridors without special permission. Men callers may be received in the Lobby every day from Monday through Thursday from 5:30 until 7:30 and until closing time the other nights. Lobby may be used for dates Saturday afternoons, and on Sunday from 10:00 A.M. until closing.

## II Quiet Hours

- Quiet hours are hours designated for sleep, relaxation and study. While there should always prevail in the Hall an atmosphere of quiet, refinement and culture, the hours called "Quiet Hours" are special times when one should think of others and refrain from loud talking, singing, playing the radio too loud, and visiting other rooms. Radios should be kept low at all times. (Please do not place the radio on the window sill.) From 7:30 on--the quiet hours are held each night from Monday through Thursday and especially on Sunday morning as many people like to sleep late on that morning.

## III Guests

1. Guests visiting the girls in the Hall for the night are expected to observe the same rules as the girls living in the Hall. A fee of 25 cents per night is charged for a guest to stay in the room with her hostess, and 50 cents if the guest is in a "guest room". Clean linen will be furnished in the student's room, and the guest rooms are always clean and ready.
2. Friday and Saturday nights are "guest nights" for overnight guests. Notification should be given in the office when a guest is being entertained (before the arrival if possible). Her name should be placed in the office so that mail and calls can reach her. Payment for guests is made in the office and the girl in whose room the guest is located is held responsible for the fee.
- All guests must be registered in office upon arrival and signed out at office when leaving.

## IV Odds and Ends

- Washing of clothes is done in the washroom and all pressing and ironing must be done in the ironing rooms provided by the school. The irons there are of extra high voltage and must not be removed from the room, and ordinary irons cannot carry the voltage if plugged in there. No iron should be brought by the student.
  - Please keep all clothes (hose, underwear, and other articles) out of the windows. Please keep the window sills clear of any unsightly things. Lower the shades as soon as the lights are turned on and try to keep them halfway down during the day, unless extra light is needed. This improves the appearance from the outside of the building.
  - Rooms are provided in the Music Hall for practicing musical instruments, so do not practice in the Hall.
  - The occupants of the room are held responsible for the cleaning of the rooms. The maid cleans the bathrooms once a week. Brooms, mops, and dustpans are to be found in the "Service Room" at the ends of each corridor. Please return the equipment to the room from which it was gotten.
  - Fresh linen (one sheet and a pillow-case) will be given each Thursday evening from 6:30 to 7:00. Arrange for one person from each room to take turns bringing soiled linen to the Linen Room. Bring each sheet and pillow-case folded separately.
- Hang all pictures and other adornment from the molding. Do not tack or paste anything to the walls or doors.
- There is a room provided for storing trunks, boxes, and luggage. These should be plainly marked. As soon as these things are emptied after the arrival in the Hall put them outside the door and they will be taken to the storage room.

NO COOKING WILL BE ALLOWED IN STUDENT ROOMS.